Overview

This job aid shows employees how to:

- Open CSU Time
- Request absences
- View your absence balances
- View your absence requests
- Cancel absences

Open CSU Time

CSU Time is a central location for managing your time reporting, leave, and absences.

<table>
<thead>
<tr>
<th>Action</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If you have multiple Homepages, select the Employee Self Service Homepage.</td>
<td>Employee Self Service <a href="#">Image</a></td>
</tr>
<tr>
<td>2. Select the Time tile.</td>
<td>CSU Time <a href="#">Image</a></td>
</tr>
</tbody>
</table>

The CSU Time Self Service activity guide opens. What to do next:

- Request absences
- View your absence balances
- View your absence requests
- Cancel absences
### Request absences

Use the same procedure to request future absences or to report past absences.

<table>
<thead>
<tr>
<th>Action</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In CSU Time, select <strong>Request Absence</strong> from the navigation area.</td>
</tr>
<tr>
<td>2.</td>
<td>From the <em>Absence Name</em> menu, select the absence type. <strong>Optional:</strong> If you have multiple jobs, you must first select the job for which you are requesting the absence.</td>
</tr>
</tbody>
</table>
| 3.     | Complete the request fields:  
  A. *Begin Date.*  
  B. *End Date.*  
  C. Verify the Duration.  
  D. **Optional:** Enter Comments if needed. **IMPORTANT:** Compensatory time off is handled on the Enter Time page. For more information, see [Employee Enter Compensatory Time](#) job aid. |
4. **Optional**: Request partial days.
   A. Click **Partial Days**.
   B. Select which days are partial days.
      - All Days
      - End Day Only
      - Start Day Only
      - Start and End Days
   C. Enter the number of hours that you are requesting off on the partial days.
   D. Click **Done**.

5. If the **Forecast** button is visible, select it. Otherwise, skip this step.
   - If you are eligible you can submit.
   - If you are not eligible, you cannot submit.

**Forecast**: If this button is visible, you must click **Forecast** before you submit.

- The Forecast button is displayed only if you must accrue the absence type.
- Your accrued hours are displayed in the Balance Information section.
- **IMPORTANT**: Absence balances are truncated to two decimal places on this page for readability, which can result in the appearance of variations between periods.
- Select **View Balances** to view your sick leave, personal holiday, and vacation balances.
- You can reduce your requested absence, then re-Forecast.
### Employee Manage Absences

**Action** | **Information**
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6. Select **Submit**. | ![Submit button]

7. Select **Yes** to submit the request.

Are you sure you want to Submit this Absence Request?

[Yes] [No]

Your request is submitted for approval.

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### View your absence balances

**Action** | **Information**
--- | ---
1. In CSU Time, select **CSU Employee Balance Inquiry**. | ![CSU Employee Balance Inquiry]

The CSU Employee Balance Inquiry component opens.

2. Select the page to view information about:
   - Absence Balances
   - Compensatory Time
   - Service Accrual
   - PTO Balances
   - ETO Balances

![Employee Balance Inquiry]

You might need to scroll to the right to see the Details link.

3. Select **Details** to open the Absence Balance Detail page.

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5/25/2023
### Absences and State Service

In the Absences and State Service area, select the type of detail to display in the table:
- Vacation
- Sick
- Personal Holiday
- PTO
- Vacation SS
- Excess

### Vacation Balances

<table>
<thead>
<tr>
<th>Period ID</th>
<th>Balances as of Date</th>
<th>Previous Balance</th>
<th>Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2020-05</td>
<td>2020-05-31</td>
<td>340.32</td>
<td>0.00</td>
</tr>
<tr>
<td>2 2020-04</td>
<td>2020-04-30</td>
<td>388.32</td>
<td>0.00</td>
</tr>
<tr>
<td>3 2020-03</td>
<td>2020-03-31</td>
<td>372.32</td>
<td>0.00</td>
</tr>
<tr>
<td>4 2020-02</td>
<td>2020-02-29</td>
<td>366.32</td>
<td>0.00</td>
</tr>
<tr>
<td>5 2020-01</td>
<td>2020-01-30</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Absence balances are truncated to two decimal places on this page for readability, which can result in the appearance of variations between periods.

### View your absence requests

1. In CSU Time, select View Requests.

   The View Requests page opens.

2. Select the request to open the Details page.

### Cancel absences

1. In CSU Time, select Cancel Absences.
2. Select the request that you want to cancel.

3. Select Cancel Absence.

4. Select **Yes** to cancel the absence.

**IMPORTANT**: Cancelled absences are not deleted. If you want to request a new absence during the time of a cancelled request, you must find the cancelled absence and resubmit for approval.