

Managers | Approve Absences

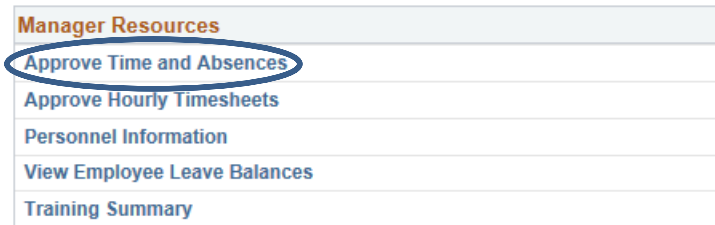
This step-by-step guide will show Managers how to approve and view absences for your employees using Manager Self Service in PeopleSoft ([MyCSUSM](#)).

Absences can be approved at any time during the pay period. However, all absences must be entered and approved by 5:00 PM on first business day after the pay period closes. **Failure to approve absences by deadline dates may result in incorrect processing in pay.**

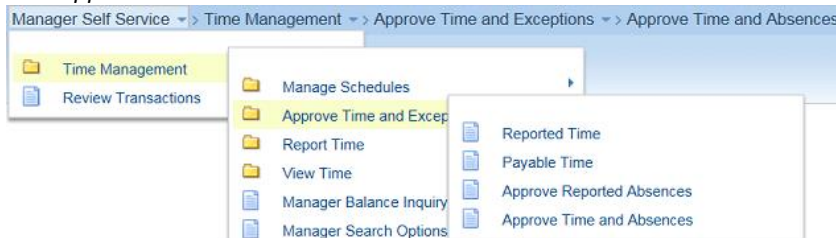
****NOTE:** All staff and MPPs are required to report **No Leave Taken** if they have no absences to report for the pay period. Faculty may choose to participate and enter absences into Self-Service.

Approve Absences

- To navigate through Manager Self Service to **Approve Time and Absences**, use your web browser to sign into the campus portal, [MyCSUSM](#).
- There are two options that will navigate to the same page:
 - Direct Link: In the Manager Resources box, click on the link titled **“Approve Time and Absences”**



- Full Navigation: *Main Menu > Manger Self Service > Time Management > Approve Time and Exceptions > Approve Time and Absences:*



Hierarchy/Drill Down Icon:

If your direct reports have his/her own direct reports, you have the access to approve absences for those people. Simply click on the icon and a list of his/her employees will show.

To return to your list, click on the “return” link on the bottom left.

- The **Approve Time and Absences** page should display, listing all direct reports:

Current Period Absence:

“None”= No absences/time submitted. For students/Hrly “None” may also indicate Time has been approved. Refer back to person’s Timesheet to validate.

“Sub”= Absences/No Leave Taken/Time submitted

“Appr”= All reported absence have been approved for the employee.

Approve Time and Absences

Diane Lee

[Click for Instructions](#)

Select	Empl ID	Empl Ref	Current Period Absence	Name	Status	Dept ID	Dept Name	Quota
<input type="checkbox"/>	00001111		Appr	Anders, Shauna	Active	1064	HRAPS Human Res & Equal Opport	00000175 3312 Administrator II
<input type="checkbox"/>	00112197	0	Sub	Lou, Mary	Active	1064	HRAPS Human Res & Equal Opport	00000197 3312 Administrator II
<input type="checkbox"/>	00001234	0	Appr	Stel, Daniel	Active	1064	HRAPS Human Res & Equal Opport	00001984 3312 Administrator II
<input type="checkbox"/>	00001215	0	None	Peters, Dan	Active	1064	HRAPS Human Res & Equal Opport	00002639 1800 Casual Worker

Select All Deselect All Continue

- Select the employees you wish to approve time & absences for (click the **Select All** button to check all available boxes.) **Click Continue button.**
- The **Approve Time and Reported Absences** page displays, listing all Time (Hourly & Students only) and Absences (ALL) that need approval.

Approve Time and Reported Absences

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Existing Absence Events											
Empl ID	Red#	Name	TRC	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1 000012152	0	Peters, Dan		Sick - Self	12/04/2012	12/04/2012	8.00000	Hours	<input type="checkbox"/>		Add Comment
3 000012152	0	Peters, Dan		Vacation	12/05/2012	12/05/2012	8.00000	Hours	<input type="checkbox"/>		Add Comment
4 001121975	0	Lou, Mary	TRC				68.10000	Hours	<input type="checkbox"/>		Add Comment

REVIEW STATUS:

- “Reviewed”** = Absence has been entered or reviewed by a Timekeeper.
- Blank** = Absence was entered by employee
- “Needs Corr”** = MPP will select this status if direct report needs to correct his/her absence. Click on the **Add comment** link to add comments for employee. Employee (or Timekeeper) will receive an e-mail after submitted.

- Review the absence information

- Check the boxes for the individuals whom you wish to approve absences for: (click the Select All button to check all available boxes)
 - Click Submit
 - The **Approval Confirmation** displays, click OK.
 - The **Approve Time and Absences** page displays.
 - Any Absences approved will show **“Appr”** status.
**Any absences you did not approve, along with those you sent back for correction, are also displayed.*

Employees							
Select	Empl ID	Empl Red	Current Period Absence	Name	Status	Dept ID	Dept Name
<input type="checkbox"/>	001200000	0	Appr	Thompson, Rick	Active	1064	HR&PS Human Res & Equal Opport
<input type="checkbox"/>	001200000	0	Sub	Thompson, Rick	Active	1064	HR&PS Human Res & Equal Opport

*Absences requiring correction will no longer be available for approval. The approval checkbox will be grayed out. At this point, employees should have received an e-mail notifying them that a correction is needed on the absence they submitted. MPP comments and instructions on how to make absence corrections are included in the e-mail.

****Once an employee makes correction to the absence, the absence row will be removed from the Approval Page.**

If you need assistance, please call Payroll Services at ext. 4421.