Quick Reference Guide to Absence Management Time Reporting for Faculty

Academic Personnel Office – Division of Academic Affairs

Absence Management is a quick, accurate way for faculty to report their absences from work due to illness, family care, jury duty, or other reasons. The following is a quick reference guide to logging in and using this resource.

1) First, make sure you are *not* already logged in to GET. If you are logged in to GET, you must log off. (This is very important. To reach the Human Resources Self-Service Interface, you cannot have other GET applications open.)

2) Next, go to: https://mycsula.calstatela.edu/ to reach the myCSULA Portal.

3) Log in with your network Username and Password. This is the same Username and Password that you use to log in to your computer (but may be a different Username and Password than the one you use to log in to GET directly, at https://cmsweb.calstatela.edu/psp/HLAPRD/?cmd=login).

4) Once in the myCSULA portal, click on the GET icon in the upper left hand corner:
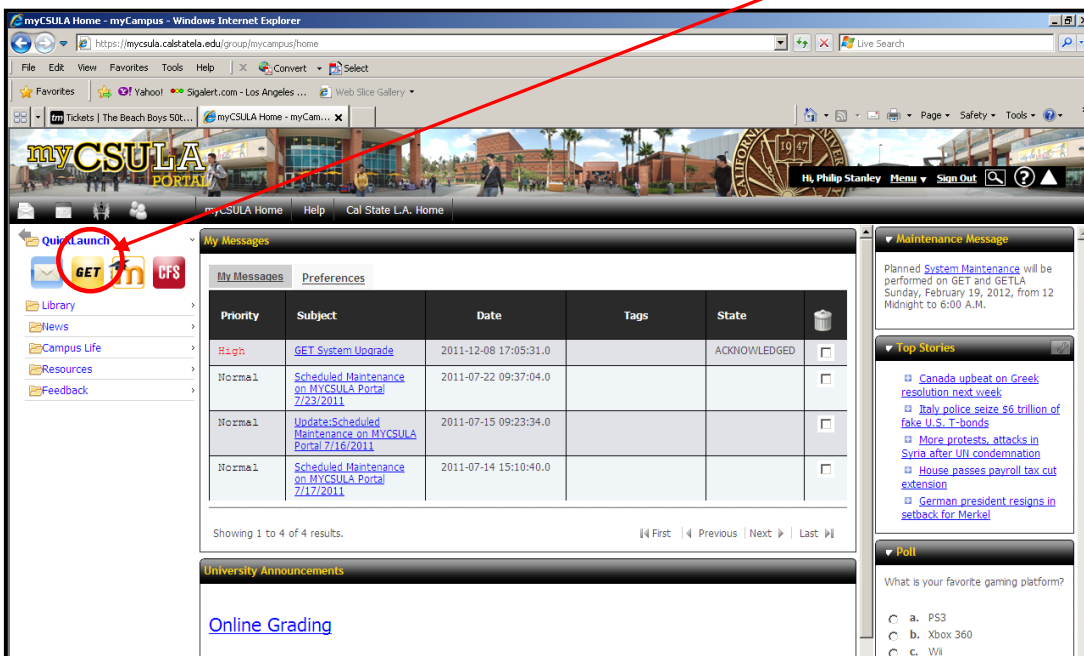
5) A new window will open, opening GET (however, you will not see all the usual GET options). Click on "Self Service":
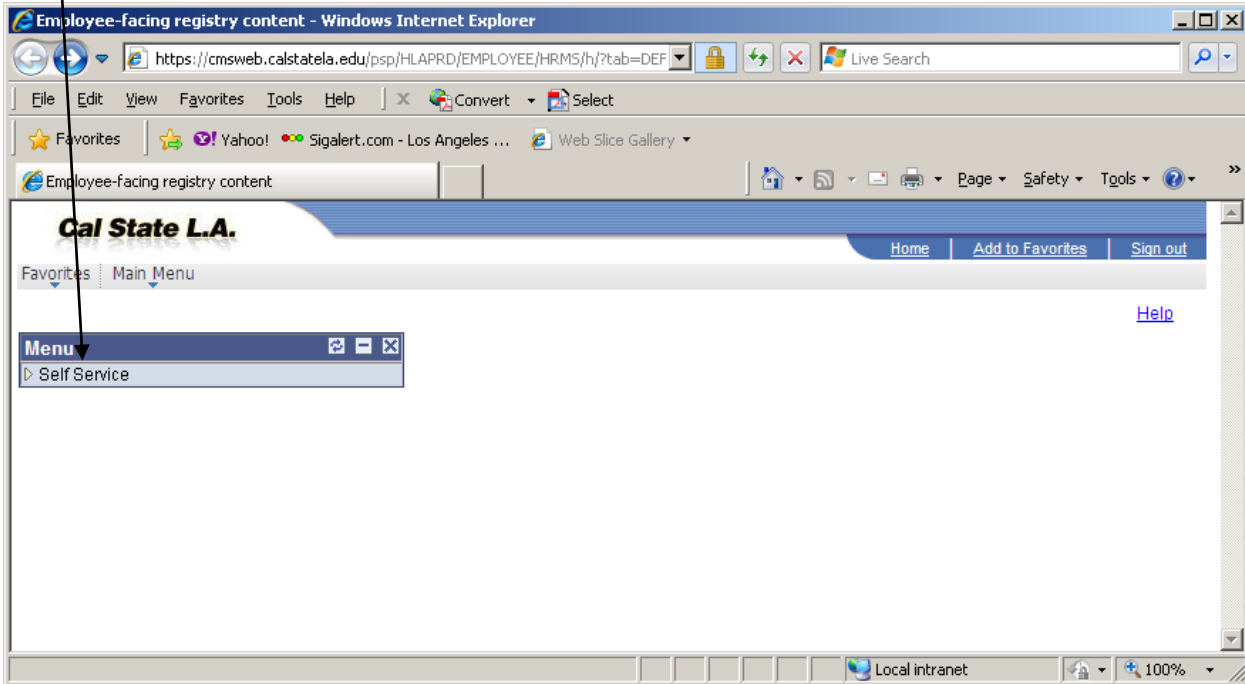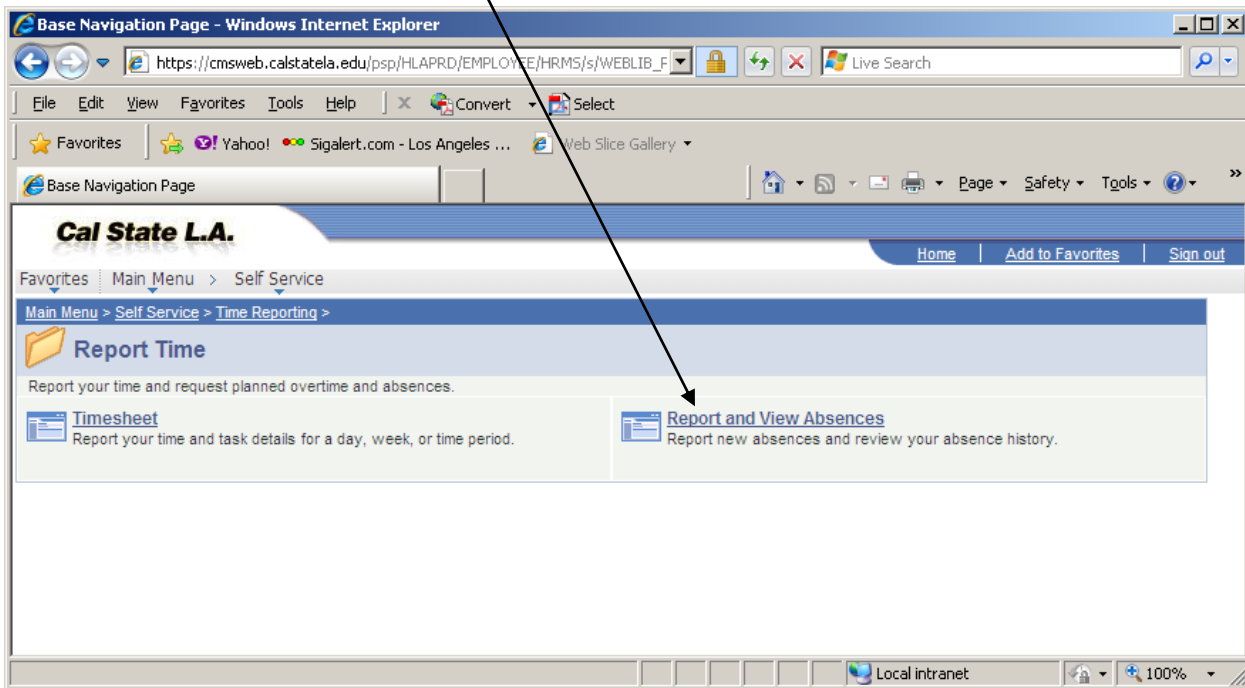

NOTE: If you do not see this self-service window, and instead see the usual GET interface, click "Sign Out" to exit GET. Exit myCSULA portal, make sure GET is not running in another window, and return to step 2.
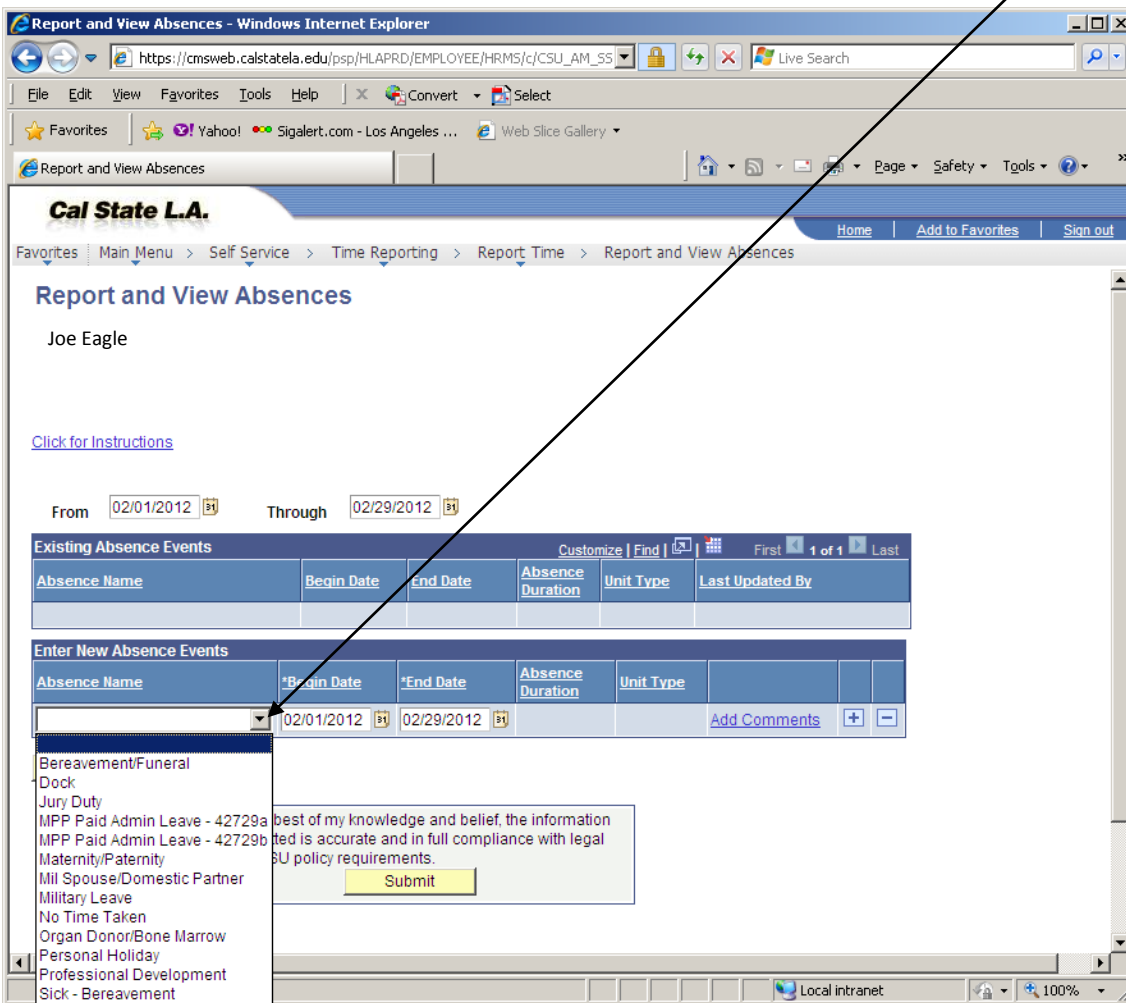
6) To enter absences or other time taken, click on "Report Time":
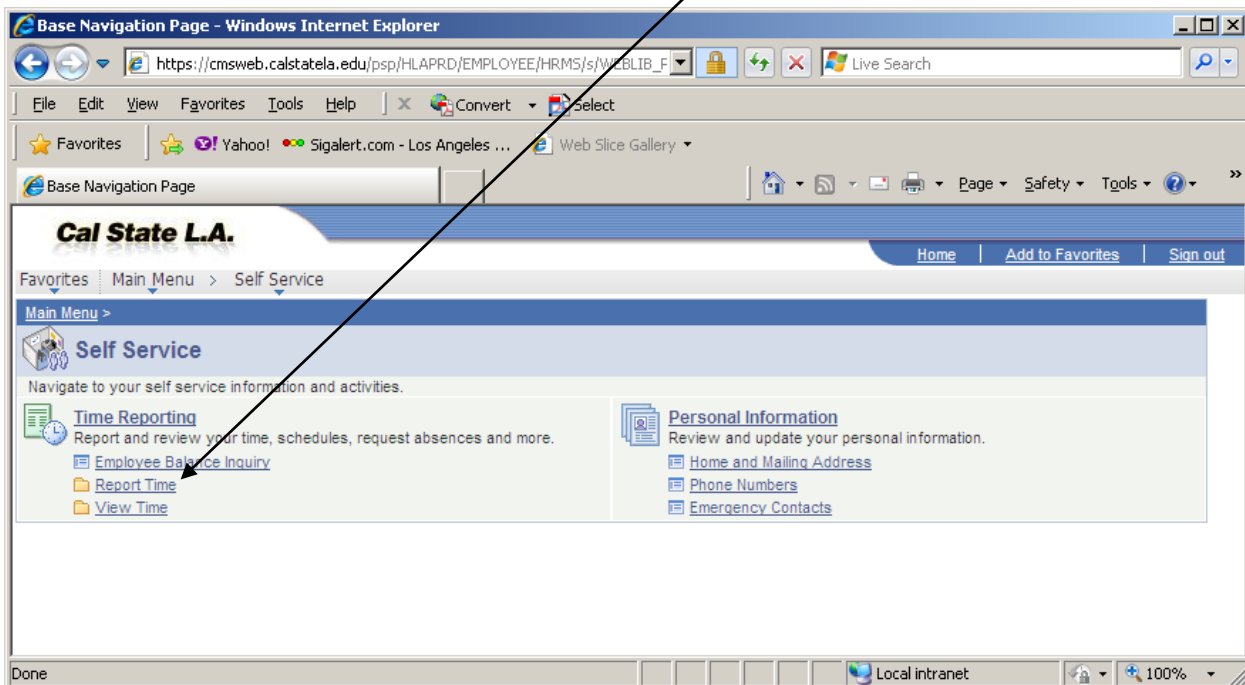
7) Next, click "Report and View Absences":

8) Under "Enter New Absence Events", click on the Absence Name tag and select the type of absence.

9) Enter the beginning and ending dates of the absence. If you have no absences in a given month, select "No Time Taken". If absent one day, the begin and end dates are the same. Since faculty are exempt employees, you cannot have partial day absences; "partial days" should be "none".

   For Permanent Faculty: Follow the directions directly above.

   For split Chair and Permanent Faculty appointments: For a full-day absence, enter the date of absence and select the reason for the absence (such as "sick") for the first position (with "partial days" should be "none"). Click "Submit". Go to the second position listed, enter the date of absence and select the reason for the absence (such as "sick") (again, partial days should also be "none"). Click Submit. The system will calculate the appropriate number of hours charged based on work schedule.

   For Temporary Faculty: Because you may have less than a full time appointment, absences are reported differently than for permanent faculty. Full-day absences should be reported under "partial hours" as "1". Payroll will calculate hours charged based on work assignment (FTE).

   For Permanent Faculty teaching an Extra Quarter: During an extra quarter assignment, report full-day absences as follows: Enter the absence date and reason. Under your permanent position, partial days should be "none." For your extra quarter position, full-day absences should be reported as "dock" and under "partial hours" enter "1". Payroll will calculate the appropriate number of hours charged on the extra quarter position at the end of the quarter, based on work assignment (FTE).

   If you are on Sabbattical or DIP leave: select "No Time Taken" for that time period. This can be done up to two months ahead.

To add another absence on a different date, click the "+" sign.

10) Some types of absences require a comment (click Add Comments, shown in red). For example, if the absence was for sickness of a family member, you must indicate who (you do not need to disclose the nature of illnesses).
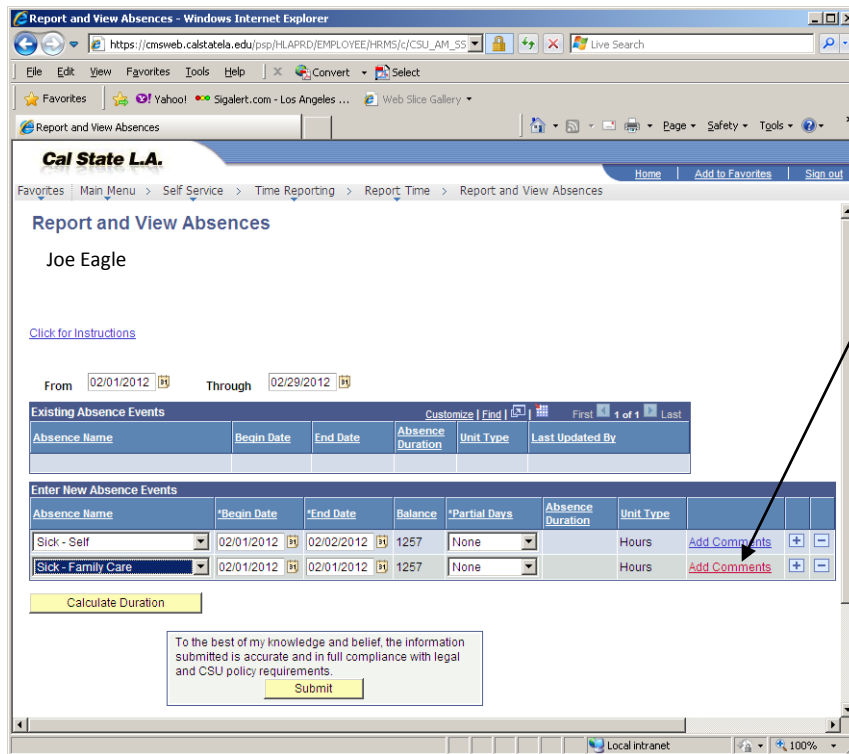
11) Select "Calculate Duration". Once the number of absent hours is calculated, read the notice stating that the information is accurate and in compliance with requirements, and select "Submit".
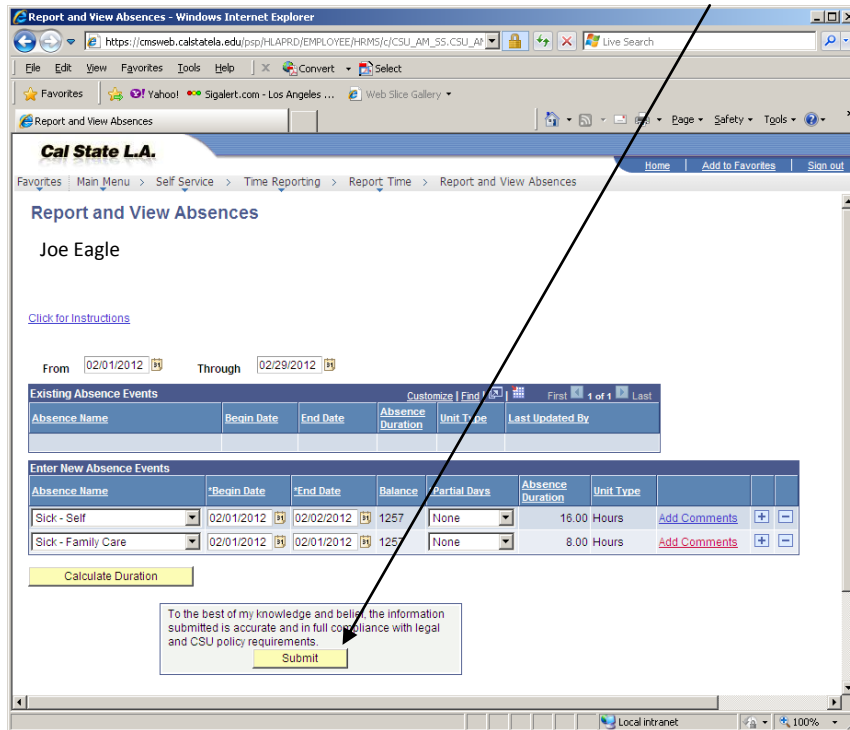
12) Sign out of the Self Service system. Remember, to access GET advisement and grading resources, use the following link: https://cmsweb.calstatela.edu/psp/HLAPRD/?cmd=login .

If you have questions or encounter problems, please contact the Payroll Office at extension 3-3680.