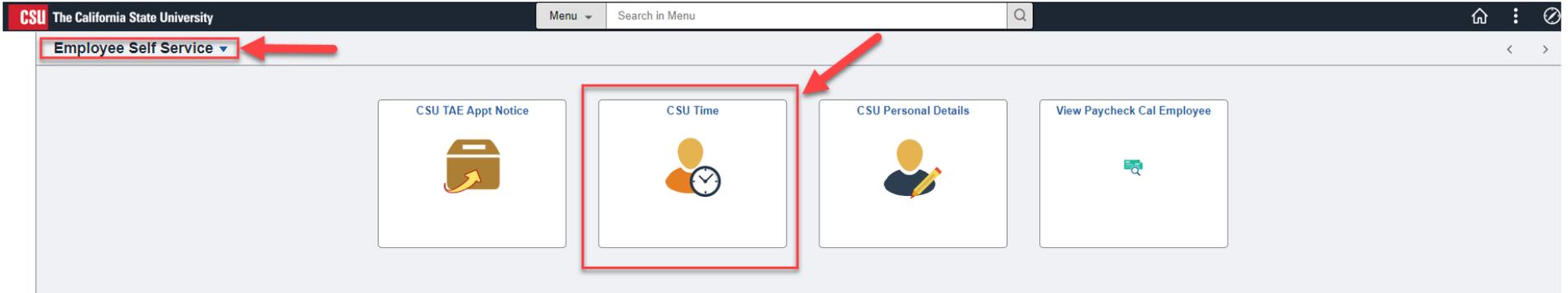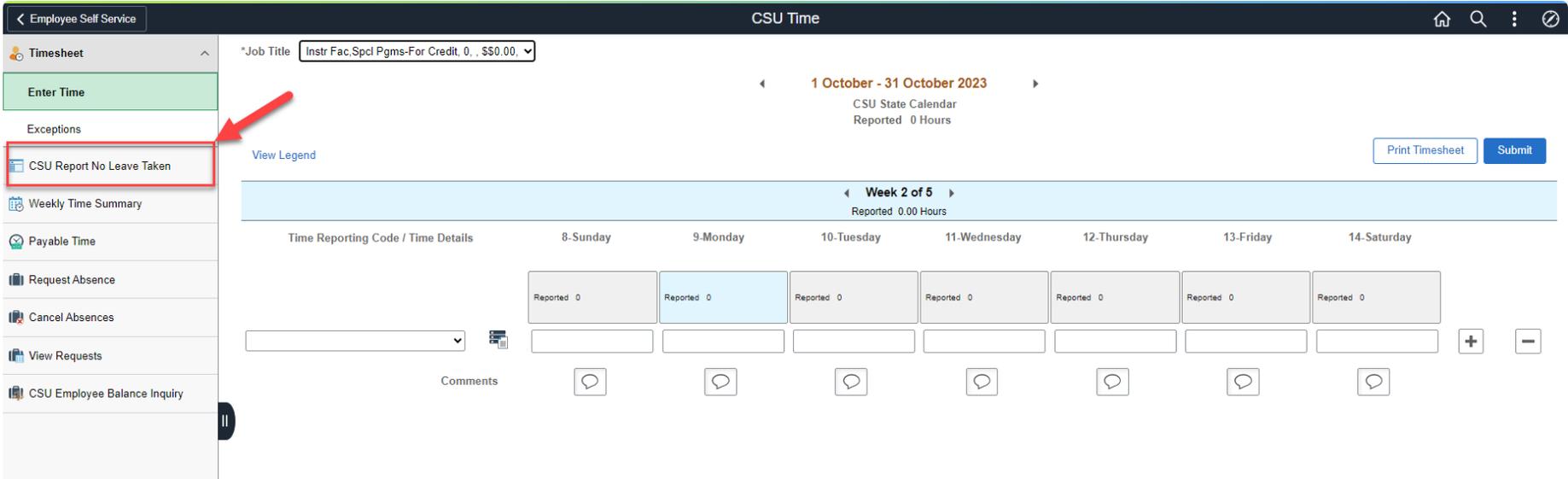## CHRS Guide: Faculty – Time and Absence Management

Employee Enters No Leave Taken using Self Service

1. Make sure "Employee Self Service" is selected and click on the "CSU Time" tile.
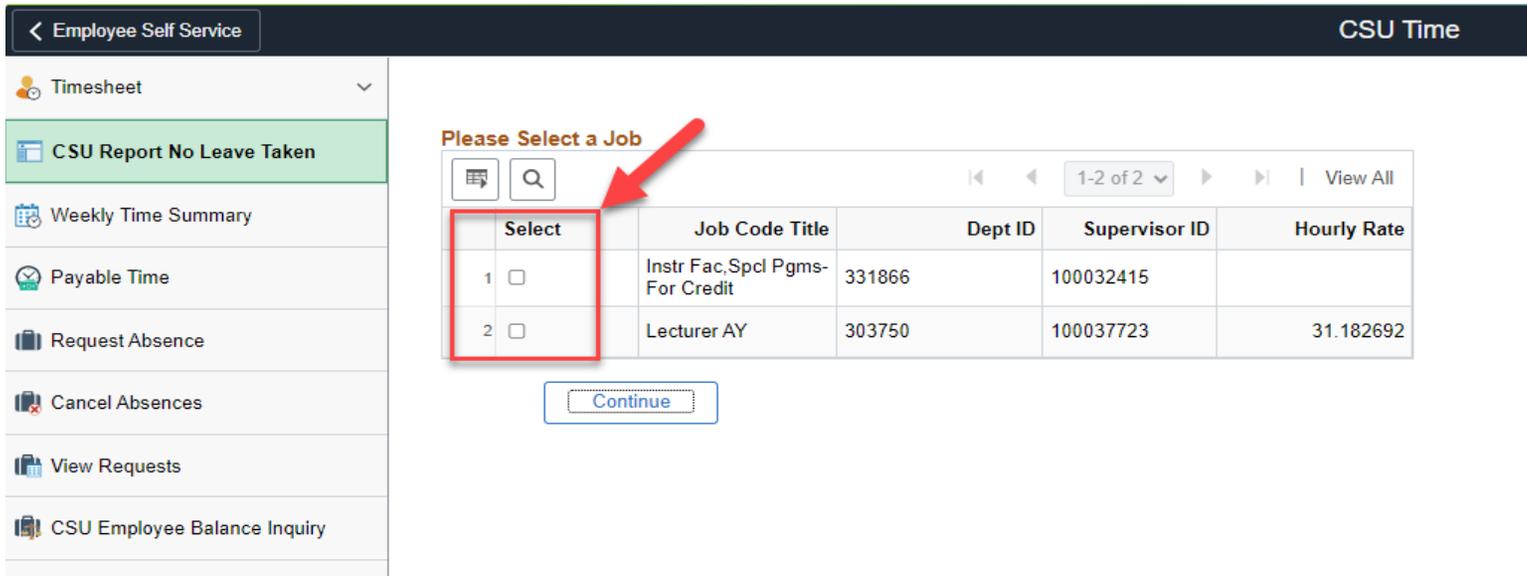

2. Click on "CSU Report No Leave Taken".

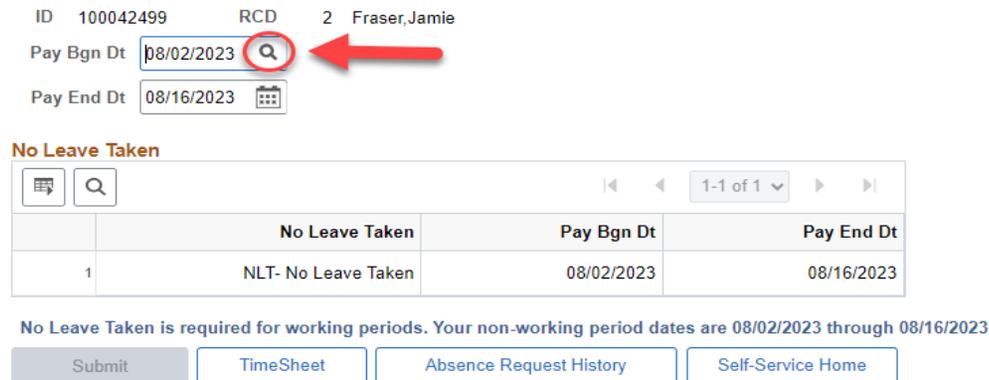# CHRS Guide: Faculty – Time and Absence Management

3. If employee has multiple appointments, select the appropriate appointment from the list.

4. Select the Pay Bgn Dt for the appropriate period.
    The default will always be the most current unfinalized pay period based on the Pay Calendar for the employee's paygroup.

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5. Click the "Submit" button.