Employee Report No Leave Taken

Overview

This job aid shows employees how to report no leave taken.

Report no leave taken

Action	Information
1. On the Employee Self Service Home Page, click the CSU Time tile.	**Employee Self Service** ▼ CSU Time If you are on a different home page, click the home page menu to select the Employee Self Service home page.
2. In the left navigation pane, click CSU Report No Leave Taken.	🔲 CSU Report No Leave Taken
3. Optional: If you are working multiple jobs, select one job.	**Please Select a Job** 1-2 of 2 |	Select	Job Code Title	Dept ID	Supervisor ID | |1| ☑ | Lecturer AY | 10100 | 100021211 | |2| ☐ | Special Consultant | 10100 | 100024593 | • You can select only one job at a time. • You must complete this procedure for each applicable job separately. • Not all jobs are eligible for absence management.
4. Click **Continue**.	**Continue**
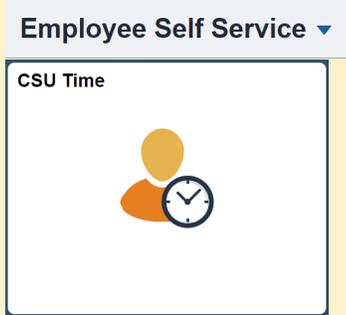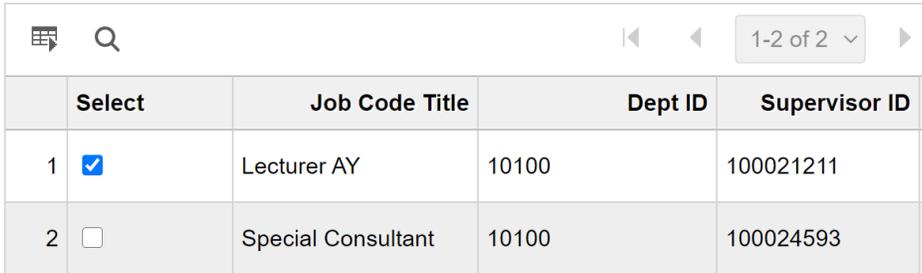
Action	Information

5. Confirm no leave taken:
   A. Verify the Pay begin and end dates.
   B. Click **Submit**.
	ID 100000012 RCD 0 Ann Other
	Pay Bgn Dt 01/19/2021 🔍 **A**
	Pay End Dt 03/01/2021 📅
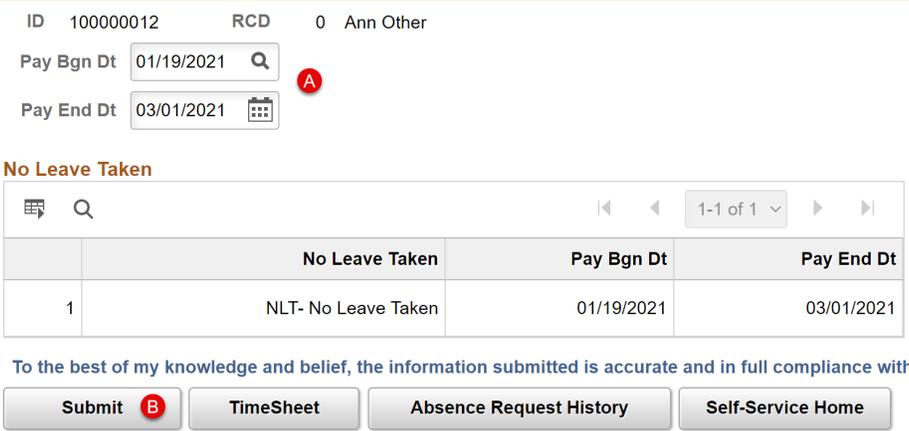	
	No Leave Taken
	
	1-1 of 1
	
	|
		No Leave Taken	Pay Bgn Dt	Pay End Dt
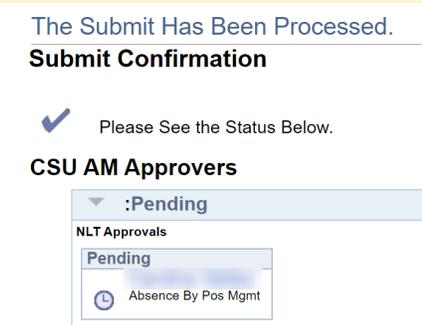
1	NLT- No Leave Taken	01/19/2021	03/01/2021	 To the best of my knowledge and belief, the information submitted is accurate and in full compliance with [Submit] **B** [TimeSheet] [Absence Request History] [Self-Service Home]
6. Review the confirmation information.	The Submit Has Been Processed. **Submit Confirmation** ✔ Please See the Status Below. **CSU AM Approvers** ▼ :Pending NLT Approvals Pending 🕐 Absence By Pos Mgmt • Your self-report of No Leave Taken is pending your manager's approval. • If you see the message "Multiple Approvers – Error Step," Contact Payroll.
7. Optional: If you are working multiple jobs, repeat this procedure for the remaining jobs.	