CSIU Requesting Absences
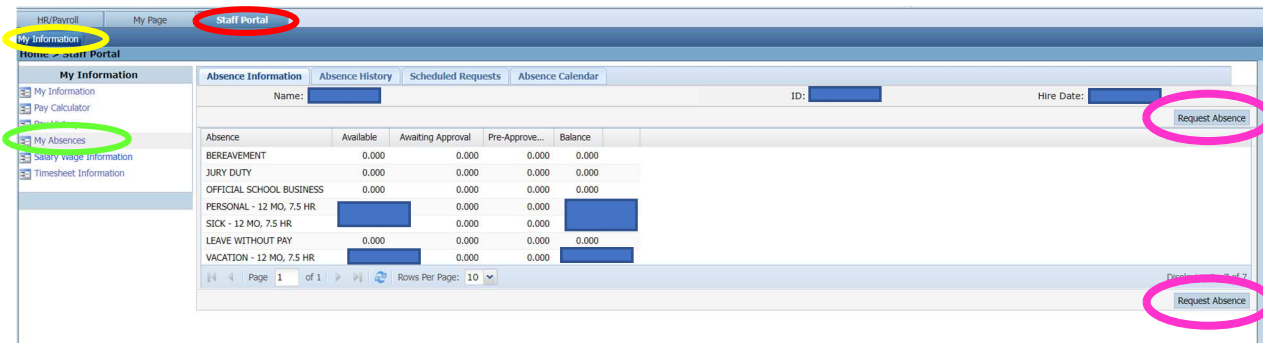
This guide will walk you through requesting absences through the CSIU System.

First click on your Staff Portal to open up your portal

Selecting My Information will open up a drop-down menu where you will find My Absences

My Absences will then open up the following tabs; Absence Information, Absence History, Scheduled Requests, and Absence Calendar.

When in the Absence Information tab, you will be able to see your available absence balances as well as Request Absence's

When you Click on Request Absence's, a window will open called Absence Entry. This is where you will select from the Absence drop-down what kind of leave you are taking off for. Fill out all sections that include a red asterisk * before selecting save. This will push your request to your supervisor for approval.

You can view all absence requests through the scheduled requests tab. Here you also have the ability to cancel all requests by check the cancel box and hitting submit. Once your supervisor approves your request, you will be able to see your request reflected on your timesheet.