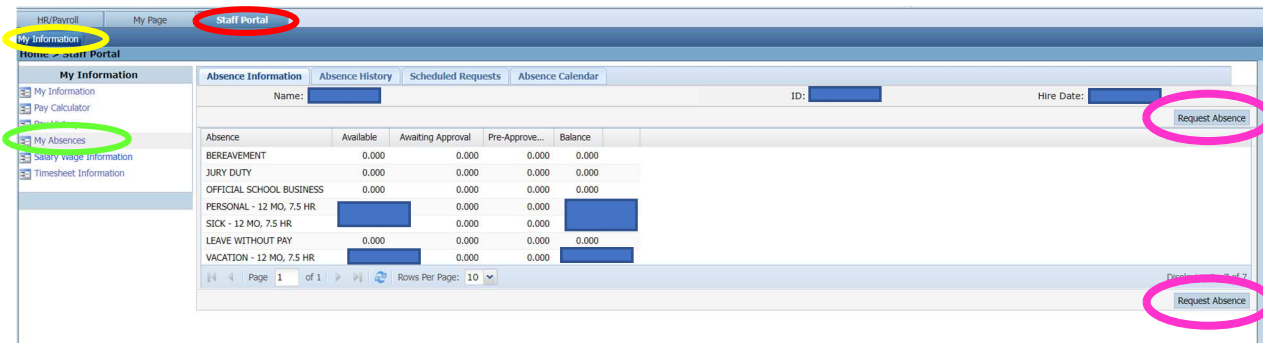


CSIU Requesting Absences

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**

The screenshot shows the 'Absence Entry' form. It contains several fields: 'Name', 'ID', and 'Hire Date'. Below these are dropdown menus for 'Absence', 'Start', 'End', 'Units', and 'AM/PM'. There is also a 'Job Title' dropdown and a 'Staff Note' text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'Scheduled Requests' tab. It displays a table with columns for 'Date', 'Absence', 'Units', 'AM/PM', 'Location', 'Notes', 'Cancel', and 'Status'. A single request is shown for '04/14/2023' for 'BEREAVEMENT' with '-1.000' units at the 'ADMINISTRATION OFFICE'. A 'Cancel' checkbox and a 'Requested' status are visible. At the bottom, there are 'Page 1 of 1' and 'Rows Per Page: 10' indicators, along with a 'Submit' button.

Date	Absence	Units	AM/PM	Location	Notes	Cancel	Status
04/14/2023	BEREAVEMENT	-1.000		ADMINISTRATION OFFICE		<input type="checkbox"/>	Requested

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.