CAL POLY
SAN LUIS OBISPO

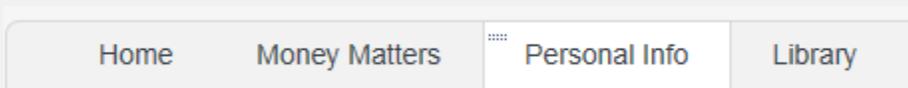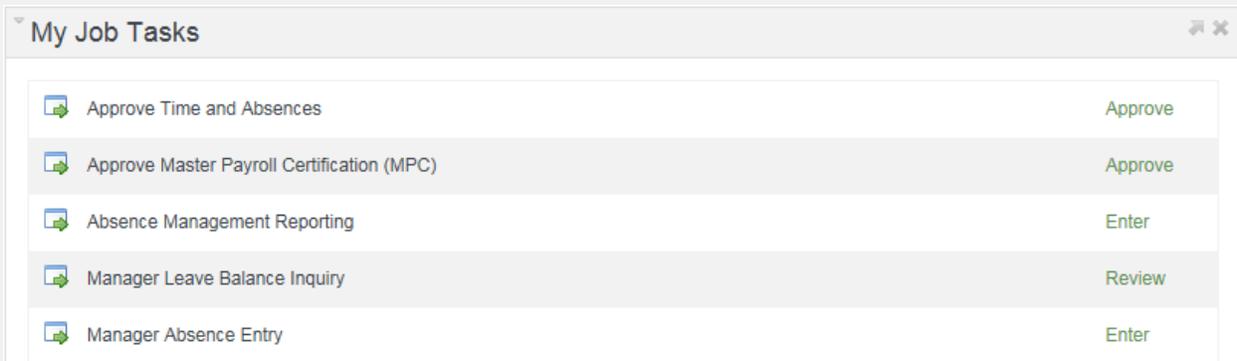**Absence Management Self-Service (AMSS)**

Approver Quick Start Guide

1. Log in: My Cal Poly Portal
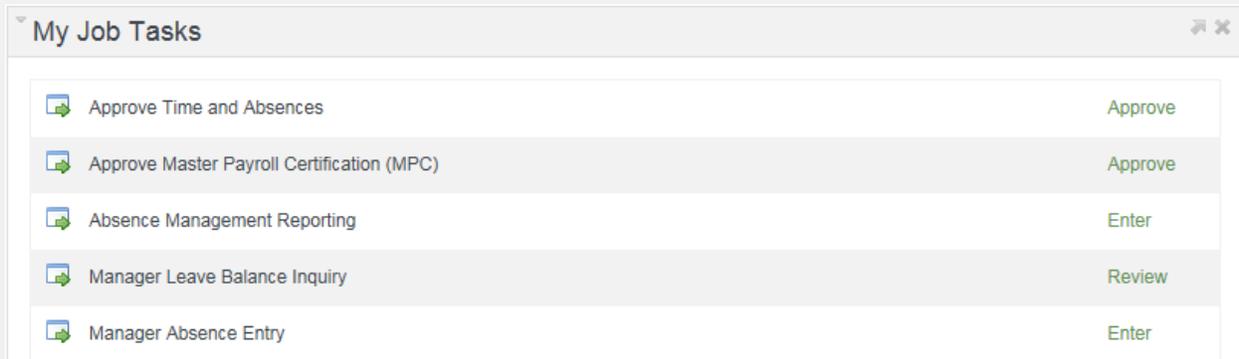2. Click on the "Personal Info" tab

Home	Money Matters		Personal Info	Library

3. Under "My Job Tasks" locate "Approve Time and Absences"

My Job Tasks	
Approve Time and Absences	Approve
Approve Master Payroll Certification (MPC)	Approve
Absence Management Reporting	Enter
Manager Leave Balance Inquiry	Review
Manager Absence Entry	Enter

4. Click on <u>Approve</u> and you will be directed to your approval page; it may take several seconds to load all employees that report to you for approval.
5. **Employee List**: The first page loads your Employee List, all those employees who are currently reporting to you.
   a. Select some employees or all and hit the Continue button
6. **Existing Absence Events**: The second page displays for those employees selected, any pay or leave entries that require approval.
   a. Approve as appropriate
   b. Do not approve future dated absences (employee cannot change)
   c. If you have a timekeeper, look for those rows marked "Reviewed"
   d. Rows marked "Needs Correction" are waiting for employee action

e.   You can mark rows as "Needs Correction" make sure to add a comment and it will be emailed to the employee for action

f.   If employee comments exist, click on "Review Comment" to view

7.   All AMSS Approver options in "My Job Tasks"

To approve reported time and absence activity:

Approve Time and Absences

To enter, modify or delete time on behalf of an employee:

Manager Absence Entry

To view your employee's absence balances and history:

Manager Leave Balance Inquiry

To run new online AMSS delivered reports:

Absence Management Reporting

Please note: The first time you access this page, you will need to establish a run control ID. On the "Add a new value" tab, type in Run Control ID = AM_REPORTS and click "Add". Your reports page will then launch. Please see "[Absence Management Multi-Reports Guide](#)" on the Payroll website for full instructions.

To approve Master Payroll:

Approve Master Payroll Certification (MPC)