

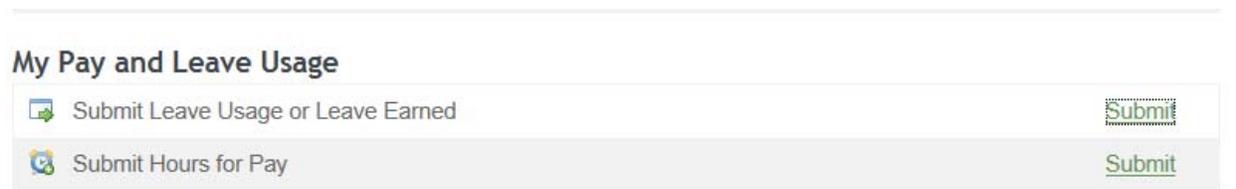
Absence Management Self-Service (AMSS) Quick Start Guide

Employee Log in – Self-Reporter

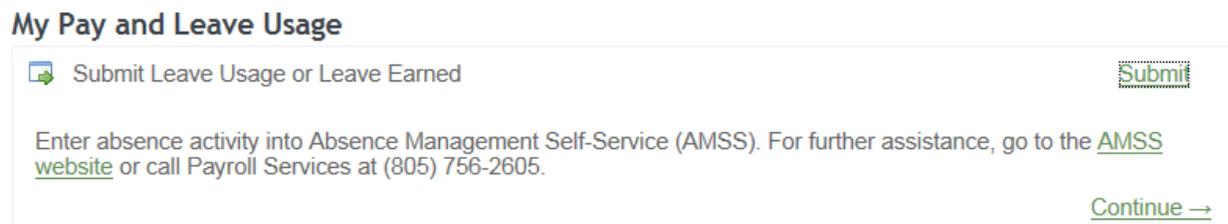
1. Log in: [My Cal Poly Portal](#)
2. Click on “Personal Info” tab



3. In Employee Info>My Pay and Leave Usage section:



Click Submit on **Submit Leave Usage or Leave Earned** and then Continue →



Your entry page will automatically load, it may take several seconds. If you see multiple job records, please select your current active record. Enter any absence events appropriately in one or all records.