

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

Home Money Matters	Personal Info	Library
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3. In Employee Info>My Pay and Leave Usage section:

My Pay and Leave Usage			
	Submit Leave Usage or Leave Earned	Submit	
3	Submit Hours for Pay	Submit	

Click <u>Submit</u> on **Submit Leave Usage or Leave Earned** and then <u>Continue</u> \rightarrow

My Pay and Leave Usage

Submit Leave Usage or Leave Earned	Submit
Enter absence activity into Absence Management Self-Service (AMSS). For further assistance, go to the website or call Payroll Services at (805) 756-2605.	e <u>AMSS</u>
	<u>Continue \rightarrow</u>

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.