

Absence Management Self-Service (AMSS)

Timekeeper/Reviewer Quick Start Guide

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



4. Click on “Review” next to Timekeeper Absence Review
5. The employee list will load based on your security, may take several seconds
6. Select one, many, or all employees and hit “Continue”
7. Any unapproved absences will be listed. Mark “Reviewed” as appropriate. If you change the “Review Status” to “Needs Correction” add a comment. When you hit submit, an email will go to the employee to make the correction and include your comment. Be sure to hit submit to save!

Existing Absence Events										
EmpID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Add Comment
1	000004369	0	Princess Ariel	Vacation Take	07/30/2010	07/30/2010	8.00 Hours	Reviewed		Add Comment
2	000004369	0	Princess Ariel	Sick Take				Needs Corr		Add Comment
3	000018266	0	Princess Belle	Vacatio						Add Comment
4	000003797	0	Daisy Duck	Vacation Take	07/28/2010	07/28/2010	8.00 Hours	Reviewed		Add Comment
5	000011116	0	Donald Duck	Sick Take - Self	07/27/2010	07/28/2010	16.00 Hours			Add Comment
6	000004759	0	Princess Jasmine	Vacation Take	07/16/2010	07/21/2010	32.00 Hours	Reviewed		Add Comment
7	000004759	0	Princess Jasmine	Funeral Take	07/28/2010	07/28/2010	4.00 Hours		Entry Comments	Add Comment

If accurate, select "Reviewed". If inaccurate, select "Needs Corr".

Timekeeper “My Job Tasks” Definitions and Uses:

My Job Tasks	
 Absence Management Reporting	Enter
 Timekeeper Leave Balance Inquiry	Review
 Timekeeper Absence Review	Review
 Timekeeper Absence Entry	Enter
 Timekeeper Timesheet Entry	Enter

To run 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 view employee absence balances and history:

Timekeeper Leave Balance Inquiry

To review reported time and absence activity:

Timekeeper Absence Review

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

Timekeeper Absence Entry

To enter, modify or delete hours for pay on behalf of an employee:

Timekeeper Timesheet Entry