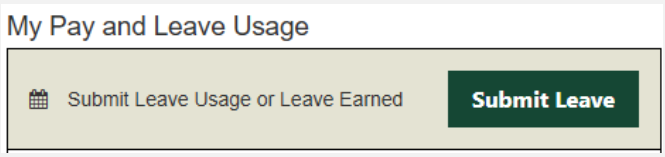
Absence Management Self-Service (AMSS) Quick Start Guide

Employee Log in – Self-Reporter

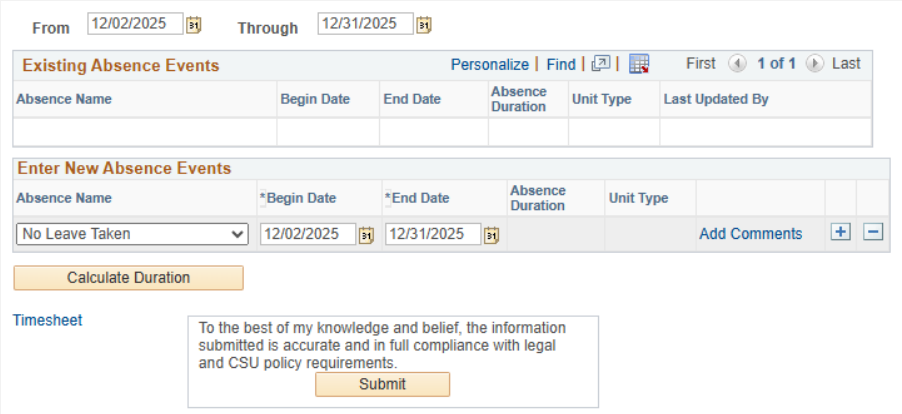
Log in: My Cal Poly Portal

Click on "Personal Info" tab:

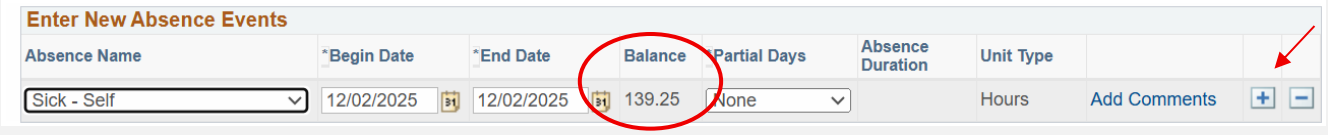
In Employee Info>My Pay and Leave Usage section:



Click Submit Leave. 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.



The "Existing Absence Events" will show entries already submitted for the current pay period. In the "Enter New Absence Events" section, the default will be "No Leave Taken". If you had no absences for the pay period, you can simply click "Submit". To submit time select the absence type in the "Absence Name" drop down. Your available balance will be displayed:



You can enter multiple absences for the pay period by clicking on the + sign. After entering all absences, click the "Submit" button to save. Additional absences can be entered later as needed.