How To Report Absences For A Prior Month

If you wish to report absences for a month prior to the display month in ESS:

Reporting Month

From 10/01/2020

Through 10/31/2020

Approving Supervisor ID [   ] 🔍

You must first enter the "Supervisor ID". Once you have done this, you will receive the "Submit Absence" section of the panel. If you are reporting "No Absences", you still must complete the "Submit Absence" section. You cannot use the "Employee has no Absences to report" button, or the dates will default to the current reporting month.

I have no Absences to report						Delete Submitted Entries

Current Submitted Time

1 row

Benefit Program ⬦	Supervisor ID ⬦	Absence Code ⬦	Begin Date ⬦	End Date ⬦	Hours ⬦	Comment ⬦	Attached File ⬦
1							

Submit Absence

1 row

	*Benefit Program	*Absence Code	*Begin Date	*End Date	Hours		
1	LRCEA 12 Benefit Program ⌄	⌄	📅	📅		+	−

Submit Absence

Under submit absences, select the "Absence Code," and enter the date range you are reporting for, in addition to thethe hours.

Submit Absence

	*Benefit Program	*Absence Code	*Begin Date	*End Date	Hours
1	LRCEA 12 Benefit Program ⌄	Personal Business ⌄	09/05/2020 📅	09/05/2020 📅	8.00

Submit Absence

If you are reporting no absences, select "No Absence" from the drop down, enter the "Begin Date" of the month you are reporting, and the "End Date" will automatically populate.

When you are finished entering your absence, click "Submit Absence".

For absence reporting questions please reach out to your campus contact.

ARC	Classified – Beth Madigan	Certificated – Kevin Porter
CRC	Classified – Tina Nguyen	Certificated - Grace Corpuz
SCC	Classified – Stephanie Smith	Certificated – Christine Decamp
FLC	Classified – Wenda Vander Werf	Certificated – Jae Anderson
DO	Claudia Castellon	
FM	Margarita Korniychuk	
Police Services	Monica Cruz	