


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 use 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.

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				<input type="button" value="+"/> <input type="button" value="-"/>



Under submit absences, select the "Absence Code", enter the date range you are reporting for and the 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	<input type="text" value="8.00"/>

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.

Submit Absence 1 row

	*Benefit Program	*Absence Code	*Begin Date	*End Date	Hours			
1	LRCEA 12 Benefit Program	No Absence	09/01/2020	09/30/2020				


Submit Absence

When you are finished entering your absence “Submit Absence”.

Submit Absence

	*Benefit Program	*Absence Code
1	LRCEA 12 Benefit Program	No Absence

Submit Absence



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

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|-----------------|--------------------------------|---------------------------------|
| 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 | |