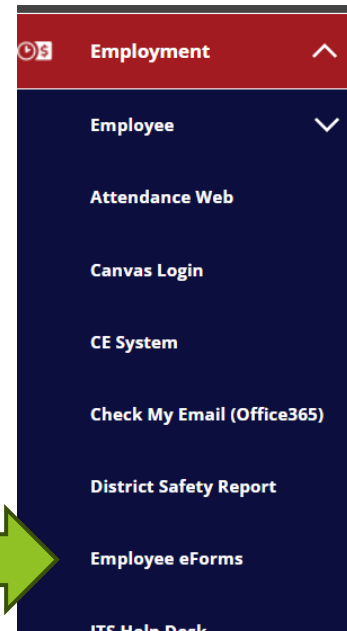


How to submit an Absence Request



Where to find the forms

- ▶ www.rsccd.edu
- ▶ Self-Service



eForms

My Absence & Time Card eForms

Go



Choose a Supervisor

Or search by name



Supervisors List

Show 10 entries Search:

Link	Supervisor	Department	Division	Position ID	Position Title	Location
eFORM	Miranda, Jesus	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN2	AF-Dean, Instr & Std Svcs	CEC
eFORM	Chavez, Lorena	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN3	AF-Dean, Instr & Std Svcs	CEC
eFORM	Kosko, Christine F.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN4	AF-Dean, Inst & Std Svcs	CEC
eFORM	Gallegos, Nicole G.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DNAC2	AF-Associate Dean/GED	CEC
eFORM	Hoeger, Jennifer L.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DNAC3	AF-Assoc Dean/InstrStd Svcs	CEC
eFORM	Kennedy, James S.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-VP	AF-VP, Continuing Ed	CEC
eFORM	Sanchez, Lorraine E.	Academic Administration - CEC	SAC Continuing Education	10AD-AP-DRS2H	AP-2490 Site Director II	CEC

Showing 1 to 10 of 148 entries First Previous **1** 2 3 4 5 ... 15 Next Last

From the list...

Academic Job Categories

Job Category: ▼

Part-time Academic Instructors

Full-time Academic Instructors

Long-term Substitutes

Child Development Instructors

FARSSD Update from New Contract



If Absent for a Portion of the Day, Partial Day absences will be calculated and deducted in 30-minute increments.

Full Duty Days Missed

This chart does not apply to incidental late arrivals.

All full-day absences will be deducted at the rate of **8 hours**.

All full-week absences will be deducted as **5 days** (a deduction of 40 hours).

<u>1 minute to 30 mins</u>	<u>report</u>	<u>30 minutes</u>
<u>31 mins to 1 hour</u>	<u>report</u>	<u>1 hour</u>
<u>1 hr 1 min to 1 hr 30 mins</u>	<u>report</u>	<u>1 hour 30 mins</u>
<u>1 hr 31 mins to 2 hrs</u>	<u>report</u>	<u>2 hours</u>
<u>2hrs 1 min to 2 hrs 30 mins</u>	<u>report</u>	<u>2 hrs 30 mins</u>
<u>2hrs 31 mins to 3 hrs</u>	<u>report</u>	<u>3 hours</u>
<u>3hrs 1 min to 3 hrs 30 mins</u>	<u>report</u>	<u>3 hrs 30 mins</u>
<u>3hrs 31 mins to 4 hrs</u>	<u>report</u>	<u>4 hours</u>
<u>4hrs 1 min to 4 hrs 30 mins</u>	<u>report</u>	<u>4 hrs 30 mins</u>
<u>4hrs 31 mins to 5 hrs</u>	<u>report</u>	<u>5 hours</u>
<u>5hrs 1 min to 5 hrs 30 mins</u>	<u>report</u>	<u>5 hrs 30 mins</u>
<u>5hrs 31 mins to 6 hrs +</u>	<u>report</u>	<u>6 hours</u>
<u>6hrs 1 mins to 6 hrs 30 mins</u>	<u>report</u>	<u>6 hrs 30 mins</u>
<u>6hrs 31 mins to 7 hrs</u>	<u>report</u>	<u>7 hours</u>
<u>7hrs 1 mins to 7 hrs 30 mins</u>	<u>report</u>	<u>7 hrs 30 mins</u>
<u>7hrs 31 mins to 8 hrs +</u>	<u>report</u>	<u>8 hours</u>

Classified - Job Categories

- ▶ If you are full time, you should only have one drop down

Job Category:

- ▶ If you are part-time, you will have the following options:

Ongoing Hourly Part-time Classified
Full-time Classified/Administrator
Ongoing % of Contract
Hourly Subs and Students Employees

Enter Code 1

Choose date of absence

Enter hours (must be 1:00 or 0:30)

Absence Information

Code 1
SIC - Sick

Start Date: 08/22/2025
End Date: 08/22/2025
Hrs: 8:00

Include: SU M T W TH F SA

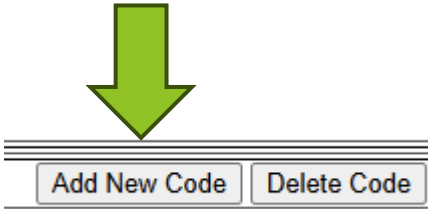
Payroll Use Only

Row	Date	Day of Week	Absent Hrs	Sched Hrs	Hrs	Posted Hrs	Notes
1	8/29	Friday	0:30	8:00	0:30	0:30	

Code 1 Total Hours (HH:MM): 0:30 8:00 0:30 0:30

How to add additional codes to one request:

Click on Add Code



This will open another option:



Code 2
PRN - Personal Necessity

Reason: child

Start Date: 08/22/2025
SU |
Include: |

Row	Date	Day of Week	Absent Hrs	Sched Hrs	Hrs	Posted Hrs
	8/19	Tuesday	2:30	8:00	2:30	2:30
Code 2 Total Hours (HH:MM):			2:30	8:00	2:30	2:30

Most used Absence Codes and how they are used:

- ▶ **Vac** - Vacation used mainly for fun in the sun
- ▶ **Sick** - used when you, the employee, are too sick to work
- ▶ **PRN** - used for personal reasons e.g., kids, parents, running late, car issues
- ▶ **MDA** - used when employee has a doctor or dental appointment
- ▶ **FCL** - Family Care Leave used for taking kids, partner to medical/dental appointments
- ▶ **ESL** - Extended Sick Leave or 50% pay, used when employee is out on an extended leave and has used all available sick leave

Tracking Vacation Accruals for Cap

Tracking My Vacation Balance

7/1/2025 Beginning balance	382.00
7/1/2025 Accrual for June	16.00
7/4/2025 Holiday adjustment	(2.00)
7/28/2025 Vacation	(8.00)
7/29/2025 Vacation	(8.00)
7/30/2025 Vacation	(8.00)
7/31/2025 Vacation	(8.00)
	364.00
8/1/2025 Accrual for July	16.00
	380.00
9/1/2025 Accrual for August	16.00
	396.00
10/1/2025 Accrual for September	16.00
	412.00
11/1/2025 Accrual for October	16.00
	428.00
12/1/2025 Accrual for November	4.00
12/29/2025 Vacation	(8.00)
12/30/2025 Vacation	(8.00)
12/31/2025 Vacation	(8.00)
	408.00

Links to
RanchoTIME -
Quick guides
on leaves,
accruals, and
more!

- ▶ <https://intranet.rscsd.edu/Accounting/Payroll/Documents/RanchoTIME%2006-09-2025%20ACADEMIC-FAC%20FT-PT.pdf>
- ▶ <https://intranet.rscsd.edu/Accounting/Payroll/Documents/RanchoTIME%2006-09-2025%20CL-MGT-SPR-CONF-ADMIN.pdf>