Supplemental Paid Sick Leave (SPSL) time reporting
(Salaried Employees)

Once your Supplemental Paid Sick Leave (SPSL) request has been approved.

Log in to https://hr.sfsu.edu/ and click on SF State Gateway

After logging in to your gateway, click on HR Self-Service webpage
Next click on “My time”

Under “My time”, click on “Report and View Absences”
Report Absences by selecting PAL/FFCRA

SPSL can be used on consecutive days or intermittently, based on need.

Example for partial hours:

1. PAL/FFCRA – 8/19 – 8/21 – Partial hours – 1.6 hours/day
2. Enter “SPSL” & the reason in the Absence Event Comments section
3. Calculate Duration
4. Click Submit

Example for full days:

- PAL/FFCRA – 04/19/2021 – 04/23/2021 – Partial Days = None
- Enter “SPSL” & the reason in the Absence Event Comments section
- Calculate Duration
- Click Submit