Overview
This step-by-step guide will show you how to approve employee absences in PeopleSoft (MySJSU / HSJPRD). It will also show you how to view and enter absence information for your employees. As a manager, supervisor, or work lead, you will see the employees who report directly to you and any employees that your direct reports manage. Alternate approvers will see their own direct reports, if applicable, and all direct and indirect reports of the managers/supervisors/work leads they are alternates for. Absences should be entered and approved as they occur; there is no need to wait until the end of the pay period. Failure to enter and approve absences on time may result in incorrect processing.

Table of Contents
Sign in to MySJSU ............................................................................................................................................................... 2
Approve Absences ............................................................................................................................................................... 3
View Absence Balances for Employees .............................................................................................................................. 8
Report and View Absences for Employees........................................................................................................................ 13
Delete an Unprocessed Absence ...................................................................................................................................... 19
View Prior Absence Transactions for an Employee........................................................................................................... 21
Sign in to MySJSU
This section demonstrates how to sign in to the database.

Note: MySJSU and HSJPRD are the same database.

Sign in to MySJSU/HSJPRD.

1. Navigate to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Oracle PeopleSoft Enterprise (MySJSU) sign in page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty signing in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.
Approve Absences

1. From the **Main Menu**, navigate to **Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences**.

The **Approve Reported Absences** page displays.

*Note: Your direct reports, as well as all employees you are an alternate approver for, are shown.*

2. Click a column header to re-sort the list.
The re-sorted list displays.

Note: In this example, the Dept Name column was sorted.

Current Period Absence Status:

- **None** — No absences have been entered.
- **Appr** — All absences entered have been approved.
- **Sub** — Absences have been submitted but not approved.

3. Scroll down to view all employees.

4. Click the **Org Chart icon** in the far right column to view the direct reports of another employee (if applicable).

The Selection and Continue buttons display.

Note: Alternate Approvers should approve absences of direct reports only if requested by the person they are an alternate for.

5. Click the **Select All** button to review absences for all employees, or check boxes to select and view individual absences.

6. Click the **Continue** button.

---

## Approve Reported Absences

<table>
<thead>
<tr>
<th>Employee</th>
<th>Status</th>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000313742</td>
<td>Active</td>
<td>1002</td>
<td>Administrative Analyst</td>
</tr>
<tr>
<td>000313755</td>
<td>Active</td>
<td>1002</td>
<td>Administrative Analyst</td>
</tr>
<tr>
<td>000313766</td>
<td>Active</td>
<td>1002</td>
<td>Administrative Analyst</td>
</tr>
<tr>
<td>000313774</td>
<td>Active</td>
<td>1002</td>
<td>Administrative Analyst</td>
</tr>
</tbody>
</table>

---

---
The Approve Reported Absences page displays.

Note: Only employees whose absences are submitted and unapproved will appear in this list. Absences entered by a Timekeeper will appear with a Reviewed status. Absences entered by an Employee will appear with no status.

7. To send an absence back for correction, click the dropdown list in the Review Status column.

The Needs Corr and Reviewed statuses display.

8. Select Needs Corr (Correction).

9. Click Add Comment to communicate information back to the employee.

The Approval Comments page displays.

Note: Be brief and professional when adding comments.

10. Enter a comment to communicate why the absence needs to be corrected.

11. Click the Save Comments button.
The Review Reported Absences displays.

Note: The Add Comment link now says Edit Comment.

12. Scroll down to view all absences.

The Selection and Submit buttons display.

Note: You will not be able to approve an absence with a Needs Corr status.

13. Click the Select All button to approve all absences, or check individual boxes to approve a few select absences.

The page displays with the Approved boxes checked.

14. Click Submit.
The Approval Confirmation page displays.

15. Click OK.

The Approve Reported Absences page displays with the updated status information.
View Absence Balances for Employees

This section demonstrates how to view current and prior absence balances for the employees in your charge.

1. From the **Main Menu**, navigate to **Manager Self Service > Time Management > Manager Balance Inquiry**.

   **The Manager Balance Inquiry search page displays.**

2. Click the **Refresh Employee List** button.

   **The Building Security List information page displays.**

3. Click OK.

   **Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List**

   This process builds or rebuilds a list of employees for whom you, as a Manager or Timekeeper, are responsible. It is designed to improve performance and only needs to be performed when something changes in the relationship, or the list is older than a set time (default 1 day) - in which case the list must be refreshed.

   Depending upon the number of Employees, it may take some time to build.

   The system will enforce the build for the first time, as well as for lists older than the set time (default 1 day). The list may be refreshed manually at any time.

   Upon pressing "Refresh Employees", this message will be displayed. Press OK to continue with the build, or Press CANCEL to go ahead without updating the list.

   [OK] [Cancel]
The Manager Balance Inquiry search page displays.

Note: The Search and Clear buttons are now available. Use Department or EmplID criteria when searching.

4. Enter the Department for which you want to view employee balances.

The Manager Balance Inquiry page / Absence Balances tab displays.

Sick Balance, Vacation Balance, and Personal Holiday Available display.

5. Click the Compensatory Time tab to view additional balances.
The Manager Balance Inquiry / Compensatory Time tab displays.

All Compensatory Time types of leave display.

6. Click the State Service for Absence tab to view State Service Balances.

The Manager Balance Inquiry / State Service for Absence page displays.

The State Service Balances display.

7. Click the Details icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list.
The Absence Balance Details page / Absence Balances section displays.

Note: There is one tab per absence type.

8. Click a tab to view the relevant absence details.

9. Scroll down to view additional absence types.

The Compensatory Time Balances section displays.

10. To view State Service balances, click the arrow by State Service for Absences and scroll down.

The State Service for Absences section displays.

11. Click the Return button to return to the main Absence Balances page.
12. Click **Graduated Vacation Chart**.

The **Graduated Vacation Chart** displays.

This chart displays monthly vacation accrual rates, along with maximum vacation accrual allowances, based on employee state service.

13. Press the **Esc** key on your keyboard to return to the main balances page.
Report and View Absences for Employees

1. From the Main Menu, navigate to Manager Self Service > Time Management > Report Time > Manager Absence Entry.

The Manager Absence Entry page displays.

Note: The grid can be sorted by clicking any column title. Alternate approvers may wish to sort by DeptID or Dept Name for ease of entry.

2. Click the EmplID of the employee for whom you want to report an absence.
The Report and View Employee Absences page displays.

Note: If an employee holds more than one position, you will be prompted to select which job you want to enter absences for.

Existing absences for the current pay period will be displayed in the top grid. The From and Through dates can be changed to show absences from other pay periods.

In the bottom grid, the Absence Name "No Time Taken" defaults to the current pay period Begin Date and End Date.

3. If this is correct, click the Submit/Approve button. No other action is necessary.
4. To record an absence, select the **Absence Name** from the dropdown menu.

5. Confirm that the **Balance** covers the absence you are recording.

6. Enter the **Begin Date** and **End Date**.

7. If applicable, select **Partial Hours** from the **Partial Days** dropdown menu.

8. Add any comments.
   (This is only required if the **Add Comments** link is red.)

9. Click the plus (+) icon to add rows for additional absences.

---

**The absence Balance displays, along with the option to use Partial Days.**
10. With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

11. Add any comments. (If the **Add Comments** link is red, this is required.)

12. Click the **plus (+)** icon to add rows for additional absences.
The Absence Event Comments page displays.

13. Enter the information as prompted.
   
   **Note:** Be brief. Details are not required.

14. Click the **Save Comments** button.

The Report and View Employee Absences page displays.

**Note:** When the Add Comments link shows Edit Comments, it indicates that a comment has been entered.

15. Once all absences are entered, click the **Submit/Approve** button.
The Submit Confirmation page displays.

16. Click **OK**.

The Report and View Employee Absences page displays.

17. Use the navigation links at the bottom of the page to move from one employee to another.
Delete an Unprocessed Absence

Managers, supervisors, work leads, and alternate approvers can delete absences with a Reviewed, Submitted or Approved status.

The Report and View Employee Absences page displays.

1. To delete an absence, click the trash can icon in the far right column.

   The Confirm Delete page displays.

2. Confirm that the absence to be deleted is the correct one.
   If not, click the No button.

3. To continue deleting the selected absence, click the Yes button.
4. Confirm that the absence is no longer listed in the Existing Absence Events section.
View Prior Absence Transactions for an Employee
All absence transactions since July 2006 can be viewed from the Report and View Employee Absences page.

The Report and View Employee Absences page displays.

Note: The current pay period is the default display.

1. Change the From date and Through dates to view a different set of absence transactions.
The Report and View Employee Absences page again displays.

2. Change the **From** date and **Through** date to view a different set of absence transactions.

![Report and View Employee Absences](image)

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Absence Status</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick - Self</td>
<td>10/1/2011</td>
<td>10/11/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Sick - Self</td>
<td>10/21/2011</td>
<td>10/21/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>11/1/2011</td>
<td>11/2/2011</td>
<td>2.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>11/14/2011</td>
<td>11/21/2011</td>
<td>8.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Sick - Self</td>
<td>11/15/2011</td>
<td>11/15/2011</td>
<td>1.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Sick - Self</td>
<td>11/19/2011</td>
<td>11/19/2011</td>
<td>8.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>11/23/2011</td>
<td>11/30/2011</td>
<td>8.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Sick - Self</td>
<td>12/1/2011</td>
<td>12/6/2011</td>
<td>3.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>12/9/2011</td>
<td>12/20/2011</td>
<td>3.00 Hours</td>
<td>Finalized</td>
<td>Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>No Time Taken</td>
<td>1/1/2012</td>
<td>1/1/2012</td>
<td>0.00 Hours</td>
<td>Approved</td>
<td>Carrie M. McDades - CMS</td>
<td></td>
</tr>
<tr>
<td>Sick - Family Care</td>
<td>2/27/2012</td>
<td>3/28/2012</td>
<td>15.00 Hours</td>
<td>Approved</td>
<td>Carrie M. McDades - FOR DEMOG</td>
<td></td>
</tr>
</tbody>
</table>