Overview
This step-by-step guide will show you how to enter absences on behalf of other employees in PeopleSoft (MySJSU / HSJPRD). The employees you can view are based on your department security status. Absences should be entered as they occur. There is no need to wait until the end of the pay period to key them in. Failure to key absences on time may result in incorrect processing.

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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.
Report and View Absences for Employees

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

   The **Timekeeper Absence Entry** page displays.

   **Note:** The grid can be sorted by clicking any hyperlinked column title.

2. Click the **EmplID** of the employee for whom you want to report an absence.

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SJSU Information Support Services
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Enter Absences as a Timekeeper
Page 3
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 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.

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**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**.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Balance</th>
<th>Partial Days</th>
<th>Hours per Day</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>02/01/2012</td>
<td>02/04/2012</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>157.655</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>Sick - Self</td>
<td>02/06/2012</td>
<td>02/08/2012</td>
<td>3</td>
<td>Partial Hours</td>
<td>2.00</td>
<td>8</td>
<td>Hours</td>
<td></td>
</tr>
</tbody>
</table>

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; that indicates that a comment has been entered.

15. Once all absences are entered, click the **Submit** 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 Unapproved Absence

Timekeepers can only delete absences with a **Submitted** status (entered by the employee) or a **Reviewed** status (entered by a Timekeeper). **Approved** absences can only be deleted by an approver or by Payroll.

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**The Report and View Employee Absences page displays.**

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

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**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.
The Report and View EmployeeAbsences page displays.

4. Confirm that the absence is no longer listed in the Existing Absence Events section.

![Image of the Report and View Employee Absences page]

**Report and View Employee Absences**

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<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>Vacation</td>
<td>02/10/2012</td>
<td>02/10/2012</td>
<td>8.00 Hours</td>
<td>Restraint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick - Family Care</td>
<td>02/15/2012</td>
<td>02/16/2012</td>
<td>2.00 Hours</td>
<td>Restraint</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enter New Absence Events**

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Absence Duration</th>
<th>Unit Type</th>
<th>Add Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Time Taken</td>
<td>02/26/2012</td>
<td>03/26/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Timesheet**

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

![Submit button]

**Return to Employee List** | **Previous Employee in List** | **Next Employee in List**
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.

The Report and View Employee Absences page again displays.
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 > Timekeeper Balance Inquiry.

   The Timekeeper Balance Inquiry search page displays.

   Note: The Last Refresh date displays.

   2. Click the Refresh Employee List button.
3. Click OK.

The Building Security List information page displays.

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

The Timekeeper Balance Inquiry search page displays.

Note: The Search and Clear buttons are now available. Use Department or EmplID criteria when searching.
The Timekeeper Balance Inquiry / Absence Balances tab displays.

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

5. Click the Compensatory Time tab to view additional balances.

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

The Compensatory Time Balances section displays.

The State Service for Absences section displays.

11. Click Return 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.
Review Absences Entered by Employees

This section demonstrates how to review absences entered by employees. Use this functionality if you are designated to review but not to enter or approve absences for a group of employees. A Timekeeper may also use these pages to send an absence back to an employee for correction.

1. From the **Main Menu** navigate to **Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review**.

   The **Timekeeper Absence Review** page displays.

2. Scroll down to view all employees.

   The **Selection and Continue buttons** display.

3. Click the **Select All** button to review absences for all employees or check individual boxes to view a few select individuals.

4. Click the **Continue** button.
The Review 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.

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

The Needs Corr and Reviewed statuses display.


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

The Approval Comments page displays.

Note: Be brief and professional when adding comments.

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

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

Note: The Add Comment link now says Edit Comment.

10. To mark an absence as reviewed, click the dropdown arrow in the Review Status column.

11. Select Reviewed.

12. Click the Submit button.

The Approval Confirmation page displays.

13. Click OK.

The Review Reported Absences page displays with the updated status information.

Note: The Submit button is grayed out (unavailable).