Overview
This business process guide demonstrates how to sign in to MySJSU and enter and view absence information, including how to view your balances and prior absence transactions.

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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

1. From the **Main Menu** navigate to **Self Service > Time Reporting > Report Time > Report and View Absences**.

The Report and View Absences page displays.

*Note: If you hold 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**.

2. If this is correct, click the **Submit** button.

No other action is necessary.
3. To record an absence, select the **Absence Name** from the dropdown menu.

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

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

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

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

8. Click the **plus (+)** icon to add rows for additional absences.
9. With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

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

11. Click the **plus (+)** icon to add rows for additional absences.
12. Enter the information as prompted. 
   Note: Be brief. Details are not required.

13. Click the **Save Comments** button.

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**The Absence Event Comments page displays.**

12. Enter the information as prompted.

   **Note:** Be brief. Details are not required.

13. Click the **Save Comments** button.

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14. Once all absences are entered, click the **Submit** button.
Delete an Unapproved Absence

Employees 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.

The Report and View Absences page displays.

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

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

All absence transactions since July 2006 can be viewed from the Report and View Absences page.

The Report and View 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 Absences page again displays.

2. Change the From date and Through date to view a different set of absence transactions.
View My Absence Balances
This section demonstrates how to view your current and prior absence balance information.

1. From the **Main Menu** navigate to **Self Service > Time Reporting > Employee Balance Inquiry**.

   **The Employee Balance Inquiry page / Absence Balances tab displays.**

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

2. Click the **Compensatory Time tab** to view additional balances.

   **The Employee Balance Inquiry / Compensatory Time tab displays.**

   All Compensatory Time types of leave display.

3. Click the **State Service for Absence tab** to view your state service balance.
The Employee Balance Inquiry / State Service for Absence page displays.

Your State Service Balance displays.

4. Click the Details icon in the far right column (on any of the three tabs) to view more detailed information.

The Absence Balance Details page displays.

Note: There is one tab per absence type.

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

6. Click the Return button to return to the main balance page.

The Employee Balance Inquiry page displays.

7. Click Graduated Vacation Chart.
The Graduated Vacation Chart displays.

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

8. Click the Esc key on your keyboard to return to the main balances page.

<table>
<thead>
<tr>
<th>SERVICE REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>6-23 HOURS</td>
</tr>
<tr>
<td>3-4 YEARS</td>
</tr>
<tr>
<td>6-10 YEARS</td>
</tr>
<tr>
<td>10-15 YEARS</td>
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<tr>
<td>15-20 YEARS</td>
</tr>
<tr>
<td>20-25 YEARS</td>
</tr>
<tr>
<td>OVER 25 YEARS</td>
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</tbody>
</table>

| VACATION ACCRUAL RATES FOR EACH CLASSIFICATION | |
|-----------------------------------------------|
| EXECUTIVE (EH), MANAGERIAL (MR), CONFIDENTIAL (CN), FACULTY (UF 5) AND ACADEMIC STAFF (UNIT 11) | 16 | 24 |

| SUMMARY OF VACATION ACCRUAL RATES | |
|-----------------------------------|---|---|---|
| MONTHLY VACATION ACCRUAL RATE | 8 HOURS | 10 HOURS | 12 HOURS |
| DAYS ACCRUED PER YEAR | 24 | 30 | 36 |

<table>
<thead>
<tr>
<th>SUMMARY OF MAXIMUM VACATION AND CTO CREDITS</th>
</tr>
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<tbody>
<tr>
<td>BARGAINING UNIT OR CLASIFICATION</td>
</tr>
<tr>
<td>------------------------------------------</td>
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<td>114</td>
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</table>

*In terms of full-time service

**PDR MOD Policy**
View My Monthly Schedule

This section demonstrates how to view your monthly schedule. The standard employee schedule is Monday through Friday, eight hours per day. If you are on an alternate schedule (part time, 4/10, 9/80, and so forth), this schedule will display. If your schedule is irregular, a standard schedule will most likely display, and your timekeeper will key your absence hours accordingly. If you have questions about your schedule, contact your timekeeper or payroll technician.

1. From the Main Menu navigate to Self Service > Time Reporting > View Time > Monthly Schedule.

The Monthly Schedule page displays.

Notes: Absences that have been reported will be displayed with the calendar icon.

Scheduled holidays will be displayed with the suitcase icon.

If you have an absence that overlaps a holiday, both icons will display, but your balances will not be affected.

2. Click a date to view more details about the schedule for a specific day.
3. Click **Return to Monthly Schedule** to return to the full schedule.