

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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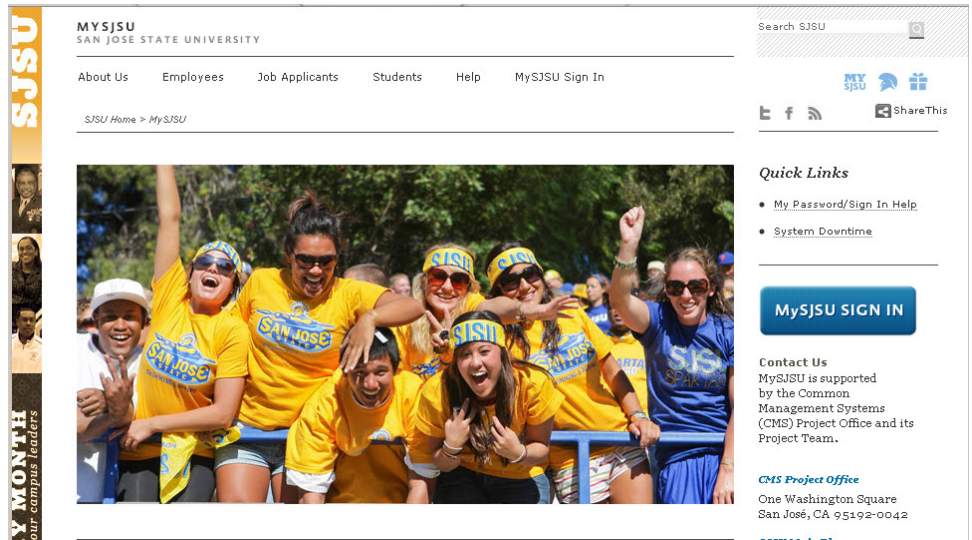
Sign in to MySJSU

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/) (<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.

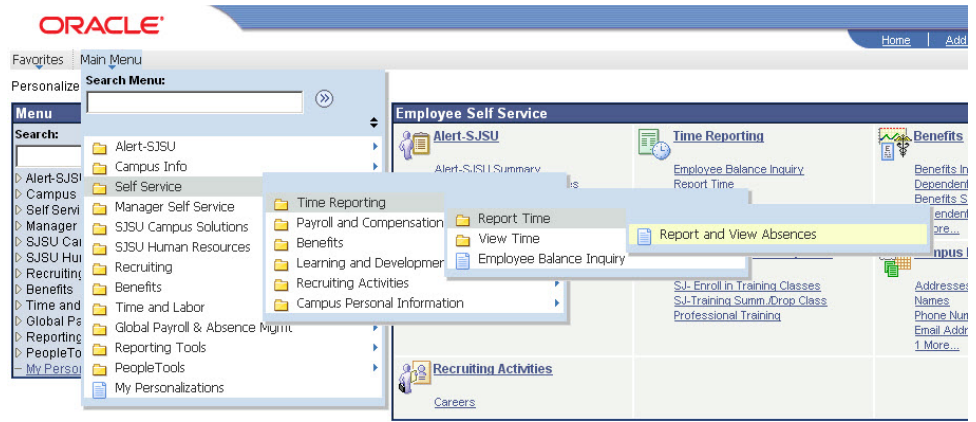
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SJSU ID:

Password:

Report and View Absences

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



The Report and View Absences page displays.

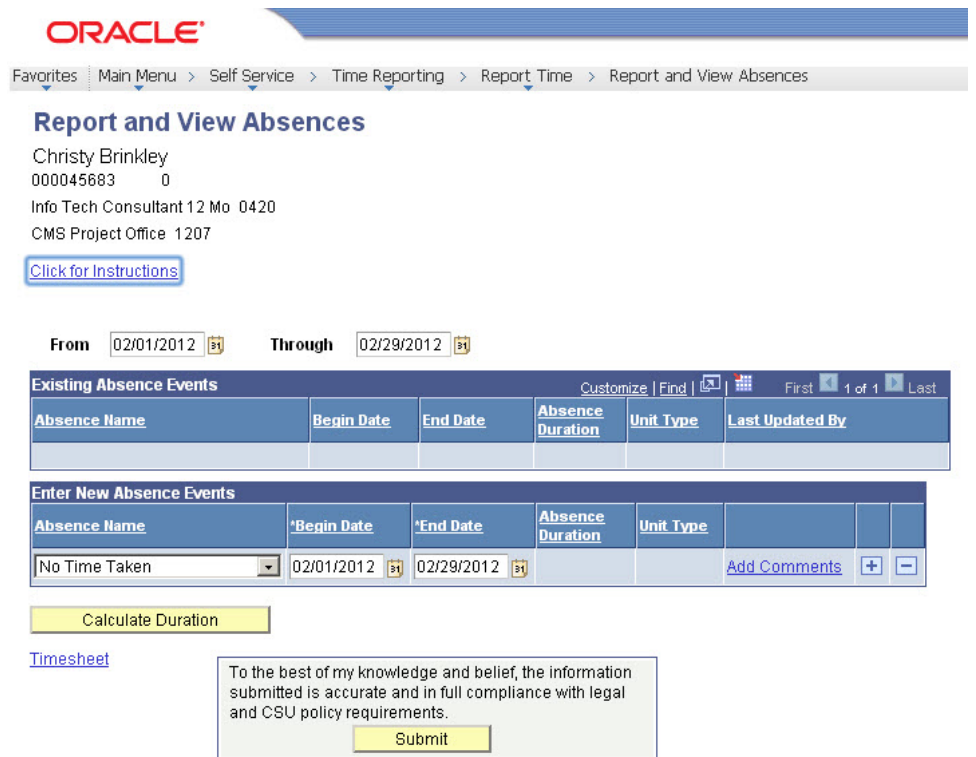
Note: If you hold more than one position, you will be prompted to select which job you want to enter absences for.

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**.

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

No other action is necessary.



- To record an absence, select the **Absence Name** from the dropdown menu.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events					
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type	
No Time Taken	02/01/2012	02/29/2012			Add Comments + -
<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Bereavement/Funeral Holiday ADO Expiring Take Jury Duty No Time Taken Parental Leave Personal Holiday Sick - Bereavement Sick - Family Care Sick - Self Vacation </div>					
<p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p>					

The absence Balance displays, along with the option to use Partial Days.

- Confirm that the **Balance** covers the absence you are recording.
- Enter the **Begin Date** and **End Date**.
- If applicable, select **Partial Hours** from the **Partial Days** dropdown menu.
- Add any comments.
(This is only required if the **Add Comments** link is red.)
- Click the **plus (+)** icon to add rows for additional absences.

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Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry

Report and View Employee Absences

Julie Abbott
000027899 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From 02/01/2012 Through 02/29/2012

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Vacation	02/01/2012	02/01/2012	157.854	None		Hours	Add Comments + -
<p>Calculate Duration</p>							
<p>Timesheet</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> </div>							

[Return to Employee List](#) [Previous Employee In List](#) [Next Employee In List](#)

- With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By	

Enter New Absence Events							
Absence Name	Begin Date	End Date	Balance	Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	<input type="text" value="02/01/2012"/>	<input type="text" value="02/01/2012"/>	308	None			Hours
Sick - Self	<input type="text" value="02/06/2012"/>	<input type="text" value="02/06/2012"/>	852	Partial Hours	2.00		Hours
				None			
				Partial Hours			

[Timesheet](#)

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

- Add any comments.
(If the **Add Comments** link is red, this is required.)
- Click the **plus (+)** icon to add rows for additional absences.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From Through

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By	

Enter New Absence Events							
Absence Name	Begin Date	End Date	Balance	Partial Days	Hours per Day	Absence Duration	Unit Type
Vacation	<input type="text" value="02/01/2012"/>	<input type="text" value="02/01/2012"/>	308	None			Hours
Sick - Self	<input type="text" value="02/06/2012"/>	<input type="text" value="02/06/2012"/>	852	Partial Hours	2.00		Hours
Sick - Family Care	<input type="text" value="02/13/2012"/>	<input type="text" value="02/13/2012"/>	852	None			Hours

[Timesheet](#)

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

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.

The Report and View Absences page displays.

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

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.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From 02/01/2012 Through 02/29/2012

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	02/01/2012	02/01/2012	8.00	Hours	Submitted	Christy R Brinkley
Sick - Self	02/06/2012	02/06/2012	2.00	Hours	Submitted	Christy R Brinkley
Sick - Family Care	02/13/2012	02/13/2012	8.00	Hours	Submitted	Christy R Brinkley

Enter New Absence Events						
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type		
No Time Taken	02/01/2012	02/29/2012			Add Comments	+ -

[Calculate Duration](#)

[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](#)

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.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Confirm Delete

✓ Click **Yes** to Delete this Absence Event

Absence: **Sick - Self** Begins: 2/6/2012 Ends: 2/6/2012

[Yes](#) [No](#)

The Report and View Employee Absences page displays.

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

Report and View Absences

Christy Brinkley
 000045683 0
 Info Tech Consultant 12 Mo 0420
 CMS Project Office 1207

[Click for Instructions](#)

From 02/01/2012 Through 02/29/2012

Existing Absence Events							Customize	Find	First	1-2 of 2	Last
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By					
Vacation	02/01/2012	02/01/2012	8.00	Hours	Submitted	Christy R Brinkley					
Sick - Family Care	02/13/2012	02/13/2012	8.00	Hours	Submitted	Christy R Brinkley					

Enter New Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type		
No Time Taken	02/01/2012 <input type="text"/>	02/29/2012 <input type="text"/>				Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

[Timesheet](#)

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

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.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From Through

Existing Absence Events							
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Vacation	02/01/2012	02/01/2012	8.00	Hours	Submitted	Christy R Brinkley	
Sick - Self	02/06/2012	02/06/2012	2.00	Hours	Submitted	Christy R Brinkley	
Sick - Family Care	02/13/2012	02/13/2012	8.00	Hours	Submitted	Christy R Brinkley	

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			
No Time Taken	<input type="text" value="02/01/2012"/>	<input type="text" value="02/29/2012"/>				Add Comments	<input type="button" value="+"/> <input type="button" value="-"/>

[Timesheet](#)

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

The Report and View Absences page again displays.

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

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences

Report and View Absences

Christy Brinkley
000045683 0
Info Tech Consultant 12 Mo 0420
CMS Project Office 1207

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From Through

Existing Absence Events							
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Personal Holiday	12/30/2011	12/30/2011	1.00	Days	In Process	Employee Self Service	
Vacation	01/03/2012	01/06/2012	32.00	Hours	Approved	Carrie M Medders - CMS	
Sick - Family Care	01/09/2012	01/09/2012	8.00	Hours	Approved	Carrie M Medders - CMS	
Vacation	02/01/2012	02/01/2012	8.00	Hours	Submitted	Christy R Brinkley	
Sick - Family Care	02/13/2012	02/13/2012	8.00	Hours	Submitted	Christy R Brinkley	

View My Absence Balances

This section demonstrates how to view your current and prior absence balance information.

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

ion	Unit Type	Status	Last Updated By	
1.00	Days	In Process	Employee Self Service	
2.00	Hours	Approved	Carrie M Medders - CMS	
3.00	Hours	Approved	Carrie M Medders - CMS	
Vacation	02/01/2012 02/01/2012	8.00 Hours	Submitted	Christy R Brinkley
Sick - Family Care	02/13/2012 02/13/2012	8.00 Hours	Submitted	Christy R Brinkley

The Employee Balance Inquiry page / Absence Balances tab displays.

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

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

Name	Payroll Status	EmpID	Emp Red Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	

The Employee Balance Inquiry / Compensatory Time tab displays.

All **Compensatory Time** types of leave display.

- Click the **State Service for Absence** tab to view your state service balance.

Name	Payroll Status	EmpID	Emp Red Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Expiry ADO Balance	Non Expiry ADO Balance	Details
1 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000	0.000	

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

Your **State Service Balance** displays.

- 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.

- Click a tab to view the relevant absence details.
- Click the **Return** button to return to the main balance page.

The Employee Balance Inquiry page displays.

- Click **Graduated Vacation Chart**.

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 Home | Add to Favorites |
 Favorites | Main Menu > Self Service > Time Reporting > Employee Balance Inquiry
[New Window](#) | [Help](#) | [Custom](#)

Employee Balance Inquiry
 Christy Brinkley
 000045683

Last Finalized Balances Customize | Find | View All | 1 of 1 | First | Last

Name	Payroll Status	EmpID	Empl Red Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover	Details
1 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	368.000	0.000	0.000	0.000	0.000	

[Graduated Vacation Chart](#)

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 Home | Add to Favorites |
 Favorites | Main Menu > Self Service > Time Reporting > Employee Balance Inquiry
[New Window](#) | [Help](#)

Absence Balance Details
 EmpID: 000045683 Christy Brinkley Empl Rcd#: 0 Last Period Finalized: 2011-11
 Department: 1207 CMS Project Office Union Code: R09 Payroll Status: Active

▼ All Absence Balances Customize | View All | 1-13 of 69 | First | Last

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1 2011-12	CURRENT - Not Finalized	860.000	0.000	0.000	0.000	0.000	860.000
2 2011-11	12/01/2011	868.000	8.000	16.000	0.000	0.000	860.000
3 2011-10	11/01/2011	860.000	8.000	0.000	0.000	0.000	868.000
4 2011-09	10/01/2011	852.000	8.000	0.000	0.000	0.000	860.000
5 2011-08	09/01/2011	852.000	8.000	8.000	0.000	0.000	852.000
6 2011-07	08/02/2011	844.000	8.000	0.000	0.000	0.000	852.000
7 2011-06	07/01/2011	844.000	8.000	8.000	0.000	0.000	844.000
8 2011-05	06/01/2011	836.000	8.000	0.000	0.000	0.000	844.000
9 2011-04	05/01/2011	839.000	8.000	8.000	0.000	3.000	836.000
10 2011-03	04/01/2011	838.000	8.000	0.000	0.000	7.000	839.000
11 2011-02	03/02/2011	860.000	8.000	0.000	0.000	30.000	838.000
12 2011-01	02/01/2011	860.000	8.000	8.000	0.000	0.000	860.000
13 2010-12	01/01/2011	860.000	8.000	8.000	0.000	0.000	860.000

[Return](#)

ORACLE
 Home |
 Favorites | Main Menu > Self Service > Time Reporting > Employee Balance Inquiry
[New Win](#)

Employee Balance Inquiry
 Christy Brinkley
 000045683

Last Finalized Balances Customize | Find | View All | 1 of 1 | First | Last

Name	Payroll Status	EmpID	Empl Red Hbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	

[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.

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

Press Esc to Return

SUMMARY OF VACATION ACCRUAL RATES		
SERVICE REQUIREMENT S*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (Unit 3) AND ACADEMIC STUDENT (UNIT 11)	16	24

*In terms of full-time service

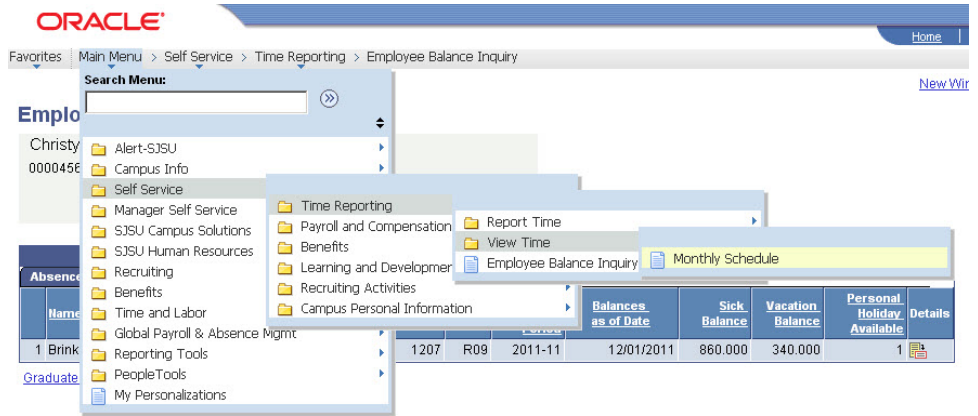
SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 7	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
UNIT 9	120 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
UNIT 12	N/A	N/A	272 HOURS	440 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	384 HOURS

**PER MOUPolicy

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.

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



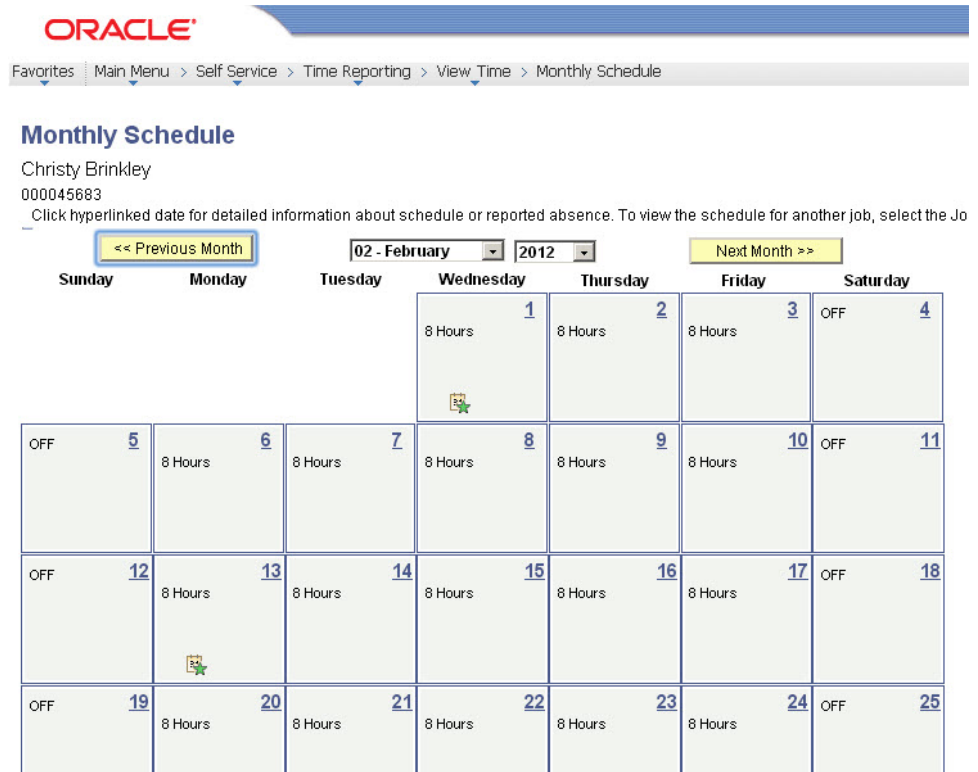
The Monthly Schedule page displays.

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.

- Click a date to view more details about the schedule for a specific day.



The Monthly Schedule Daily Detail page displays.

3. Click **Return to Monthly Schedule** to return to the full schedule.



Favorites | Main Menu > Self Service > Time Reporting > View Time > Monthly Schedule

Monthly Schedule
Daily Detail for 02/13/2012

Christy Brinkley
Job Title: Business Systems Analyst

Employee ID: 000045683
Employee Record Number: 0

Primary Schedule

Schedule Details

Sched Hrs

8.00

Absence Details

Absence Duration: 8.00 hours

Holiday Details

No holiday data for today

[Return to Monthly Schedule](#)