



High Level Description	
Process	Self-Service Absence Information using a Timekeeper
Module	Absence Management
Document Type	Business Process Guide

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Log in to HSJPRD

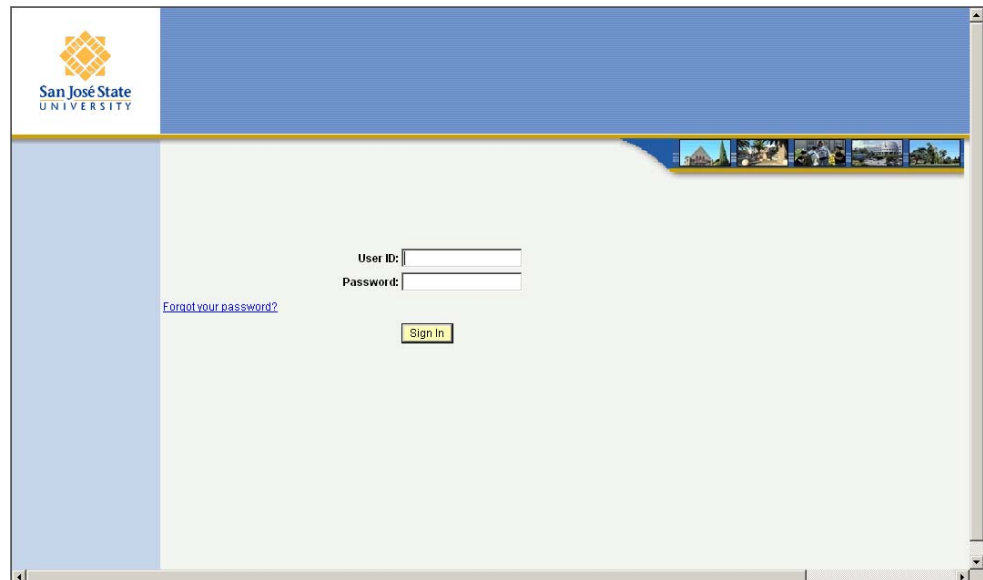
Follow these steps to log into the HSJPRD (HR Production) database.

Navigate to the HR production database using the URL on the right

<https://cmsshr.sjsu.edu/psp/HSJPRD/?cmd=login>

You may also reach this page from the CMS web site (<http://www.sjsu.edu/depts/cms>) - Click Applications and select HSJPRD

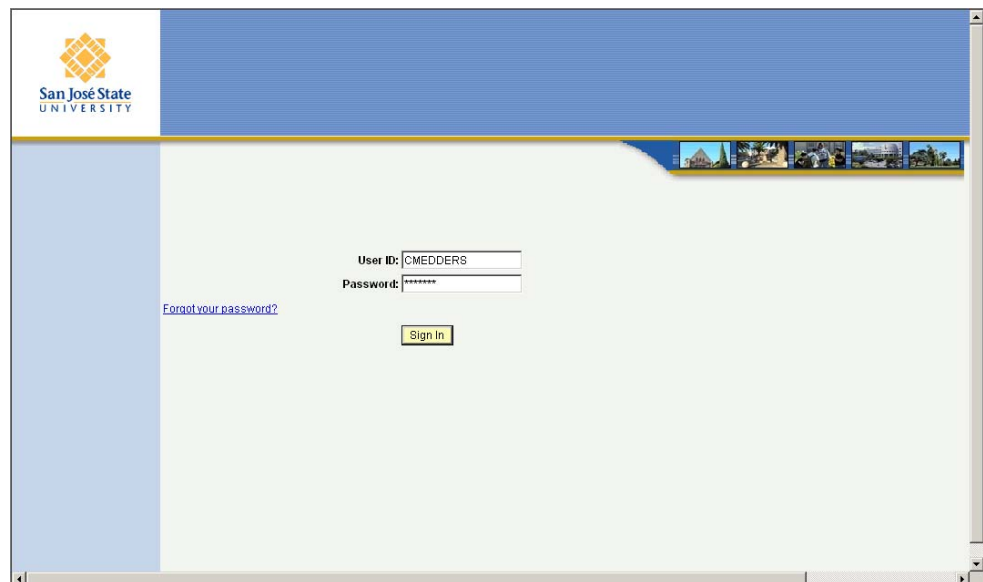
The HSJPRD login page is displayed



Login to the database using your personal User ID and password. Remember that both are case sensitive.

Click Sign In.

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



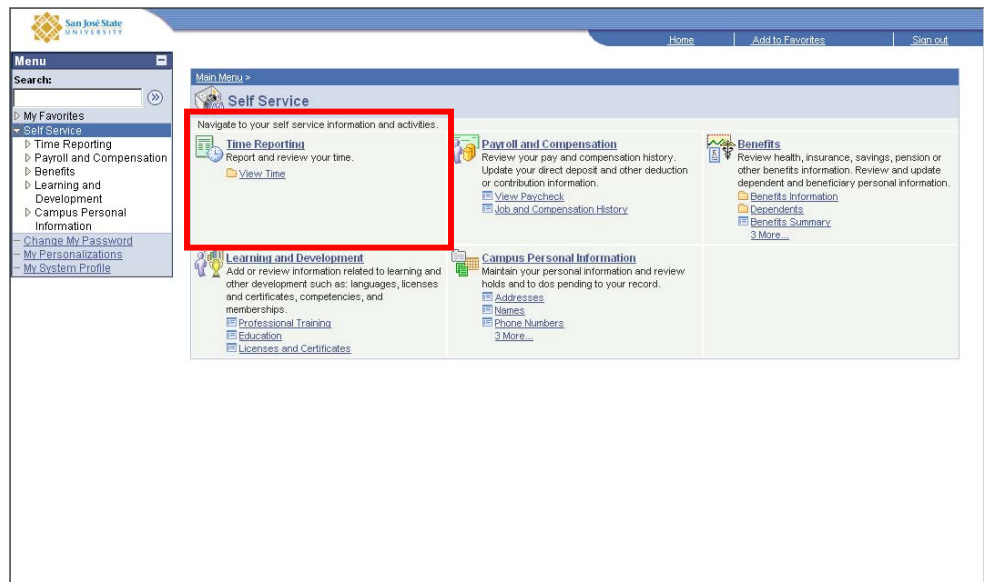
Your personal menu will display upon login.

Click Self Service.



The Self Service options available to you will display.

Click the View Time link under Time Reporting.

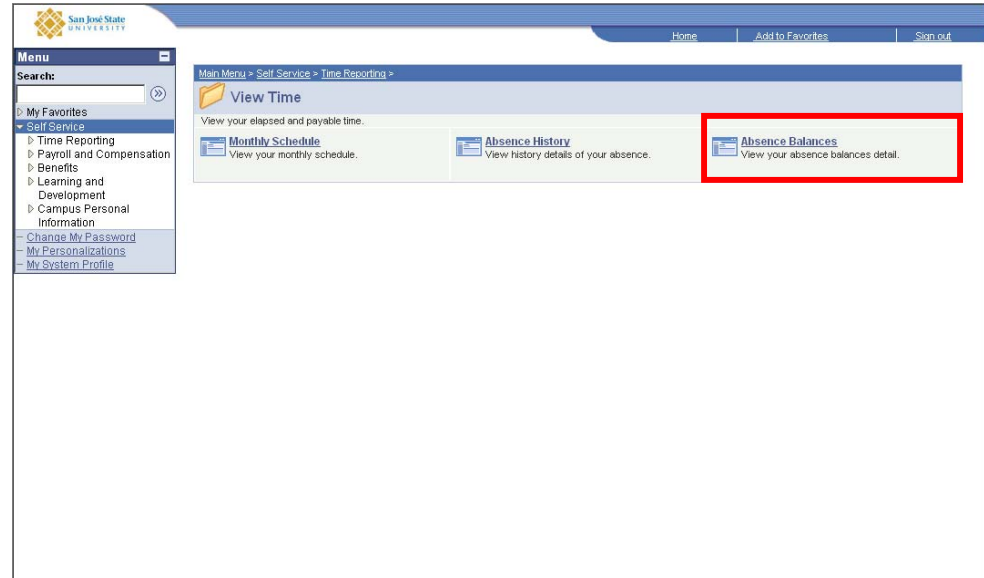


View My Absence Balances

Follow these steps to view your current absence balance information.

The View Time options available to you are displayed.

Click Absence Balances.

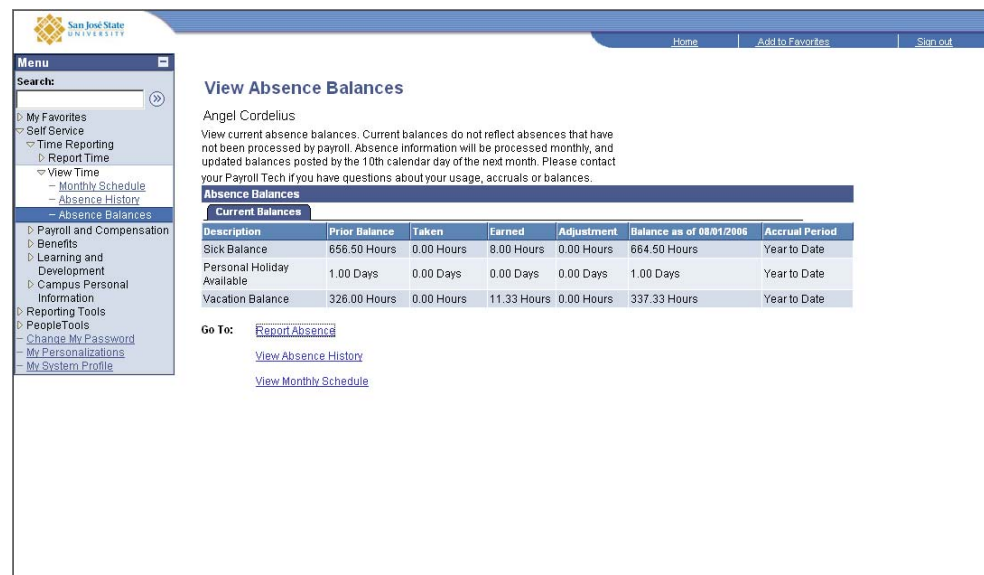


The screenshot shows the 'View Time' page in the San José State Self-Service portal. The left-hand menu is expanded to 'View Time', which includes links for 'Monthly Schedule', 'Absence History', and 'Absence Balances'. The 'Absence Balances' link is highlighted with a red rectangular box. The main content area shows the 'View Time' header and a brief description: 'View your elapsed and payable time.' Below this are three buttons: 'Monthly Schedule', 'Absence History', and 'Absence Balances'. The 'Absence Balances' button is highlighted with a red box.

The View Absence Balances page is displayed.

All absence types that have balances will be displayed.

Note: While you may see the Report Absence hyperlink displayed, clicking it will result in a Warning message, as you do not have access to that page.



The screenshot shows the 'View Absence Balances' page for Angel Cordelius. The page title is 'View Absence Balances' and the user name is 'Angel Cordelius'. Below the title is a message: 'View current absence balances. Current balances do not reflect absences that have not been processed by payroll. Absence information will be processed monthly, and updated balances posted by the 10th calendar day of the next month. Please contact your Payroll Tech if you have questions about your usage, accruals or balances.' Below this message is a table titled 'Absence Balances' with a sub-header 'Current Balances'. The table has the following columns: Description, Prior Balance, Taken, Earned, Adjustment, Balance as of 08/01/2006, and Accrual Period. The table contains three rows of data:

Description	Prior Balance	Taken	Earned	Adjustment	Balance as of 08/01/2006	Accrual Period
Sick Balance	656.50 Hours	0.00 Hours	8.00 Hours	0.00 Hours	664.50 Hours	Year to Date
Personal Holiday Available	1.00 Days	0.00 Days	0.00 Days	0.00 Days	1.00 Days	Year to Date
Vacation Balance	326.00 Hours	0.00 Hours	11.33 Hours	0.00 Hours	337.33 Hours	Year to Date

Below the table, there is a 'Go To:' section with three links: 'Report Absence', 'View Absence History', and 'View Monthly Schedule'.

Column Information

Description: The type of absence balance.

Prior Balance: The balance prior to the last absence processing cycle.

Taken/Earned: The amounts of each absence taken & earned during the last absence processing cycle.

Adjustments: Any adjustments to your balances will be displayed here. This might be the result of absence information being reported after the deadline.

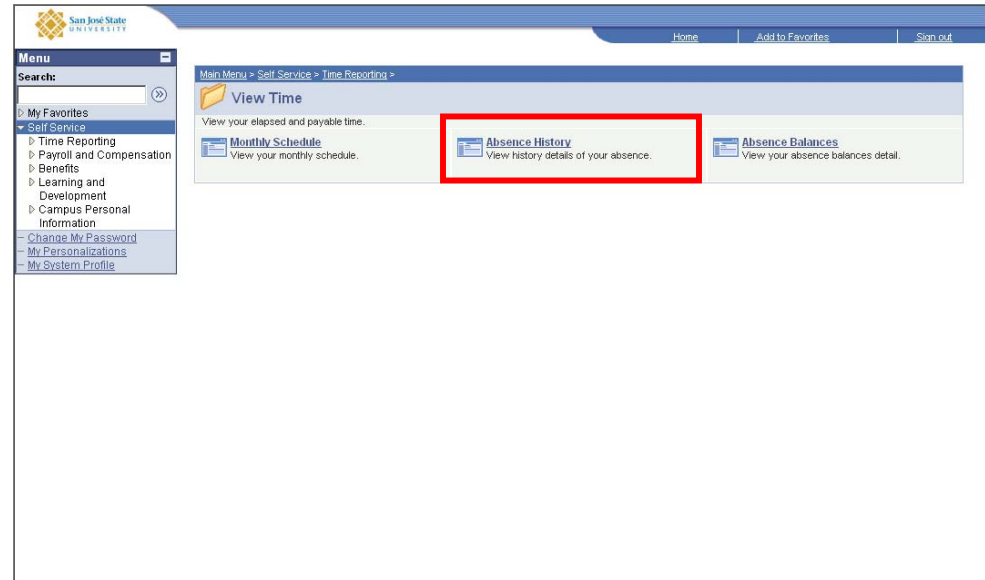
Balance as of...: The current balance at the end of the last absence processing cycle, along with the date.

Accrual Period: This will typically say Year to Date.

View My Absence History

Follow these steps to view your absence history information. History prior to June 1, 2006 is not available in PeopleSoft. The Start and End Dates of the reported absence may overlap a weekend or a holiday, but unless you are scheduled to work on those days, your balance will not be affected.

Click Absence History from the main View Time menu, or from the hyperlink on the bottom of the Absence Balances page.

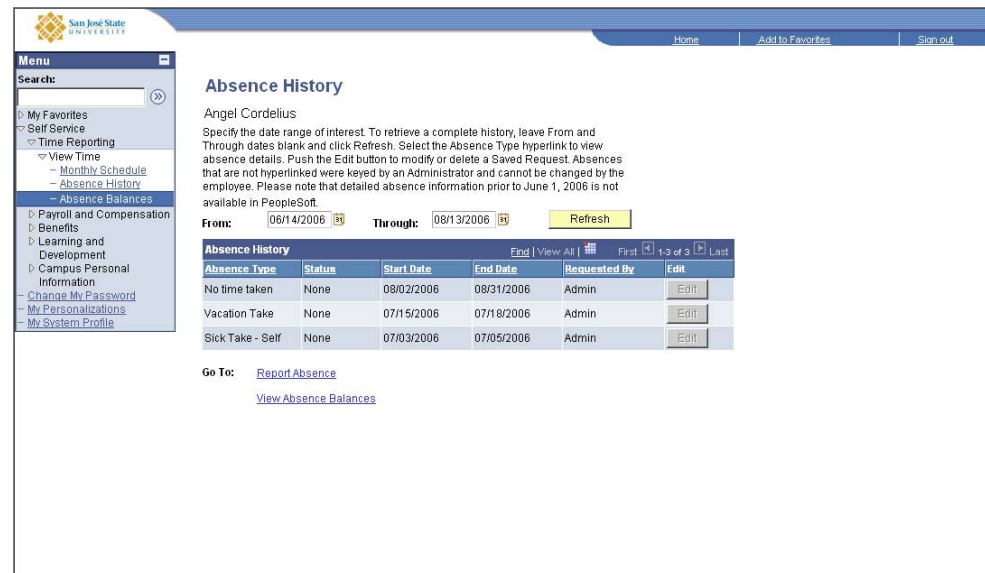


The screenshot shows the 'View Time' page. On the left is a navigation menu with 'Absence History' selected. The main content area has three tabs: 'Monthly Schedule', 'Absence History' (highlighted with a red box), and 'Absence Balances'. The 'Absence History' tab description reads 'View history details of your absence.'

The Absence History page is displayed.

Update the From and Through dates and click refresh to change the time period displayed.

Note: While you may see the Report Absence hyperlink displayed, clicking it will result in a Warning message, as you do not have access to that page.



The screenshot shows the 'Absence History' page for user Angel Cordelius. It includes a search bar, date range filters (From: 06/14/2006, Through: 08/13/2006), and a 'Refresh' button. Below is a table of absence records:

Absence Type	Status	Start Date	End Date	Requested By	Edit
No time taken	None	08/02/2006	08/31/2006	Admin	Edit
Vacation Take	None	07/15/2006	07/18/2006	Admin	Edit
Sick Take - Self	None	07/03/2006	07/05/2006	Admin	Edit

At the bottom, there are links for 'Report Absence' and 'View Absence Balances'.

Column Information

Absence Type: The type of absence that was reported.

Status: When using a timekeeper, this status will always say None.

Start Date: The start date of the absence.

End Date: The end date of the absence.

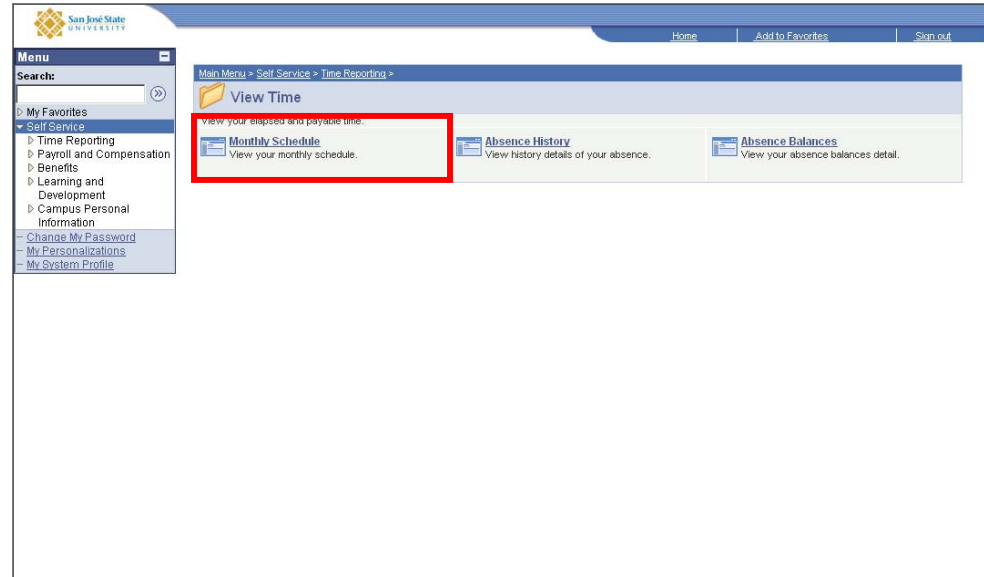
Requested by: When using a timekeeper, this will always be Admin.

Edit Button: This will be unavailable when using a timekeeper.

View My Monthly Schedule

Follow these steps to view your monthly schedule. The standard schedule for employees is Monday-Friday, 8 hours/day. However, you may be on an alternate schedule (part-time, 4/10, 9/80, etc.), which will be displayed. If your schedule is not consistent, you will most likely remain on the standard schedule and your timekeeper will key your absence hours accordingly. If you have questions about your schedule, please contact your timekeeper or payroll technician.

Click **Absence History** from the main **View Time** menu, or from the hyperlink on the bottom of the **Absence Balances** page.



The screenshot shows the 'View Time' menu with the following options:

- View your elapsed and payable time.
- Monthly Schedule** (highlighted with a red box): View your monthly schedule.
- Absence History: View history details of your absence.
- Absence Balances: View your absence balances detail.

The **Monthly Schedule** page is displayed.

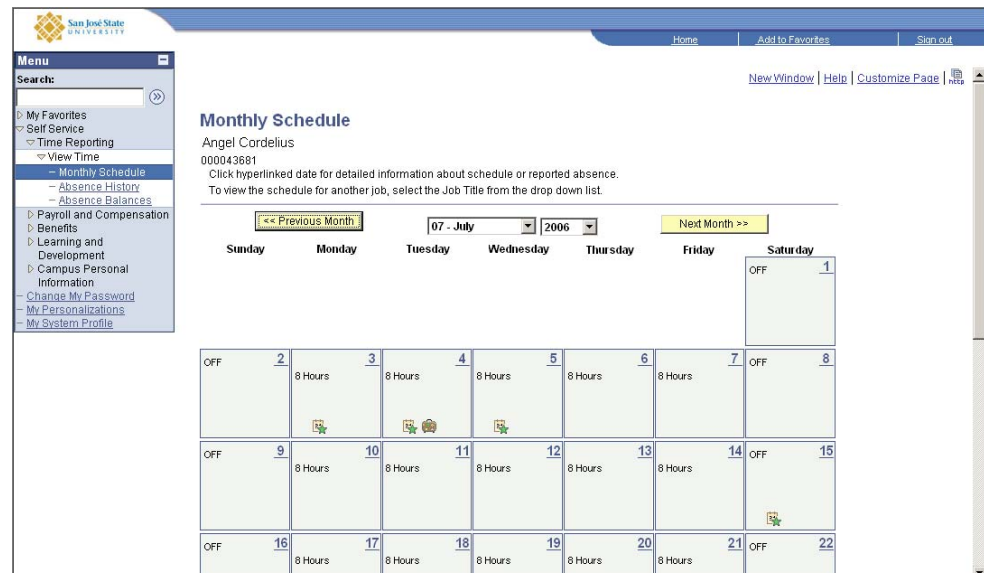


Absences that have been reported will be displayed with the calendar icon.



Scheduled holidays will be displayed with the suitcase icon.

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



The screenshot shows the 'Monthly Schedule' page for Angel Cordelius (ID: 000043681) for July 2006. The calendar displays the following schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFF	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	OFF 1
OFF 2	8 Hours 3	8 Hours 4	8 Hours 5	8 Hours 6	8 Hours 7	OFF 8
OFF 9	8 Hours 10	8 Hours 11	8 Hours 12	8 Hours 13	8 Hours 14	OFF 15
OFF 16	8 Hours 17	8 Hours 18	8 Hours 19	8 Hours 20	8 Hours 21	OFF 22

Process: Self-Service Absence Information using a Timekeeper
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Clicking a hyperlinked date on the schedule will display more details about the absence or holiday.



San José State UNIVERSITY

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Menu

Search:

- My Favorites
- Self Service
 - Time Reporting
 - View Time
 - Monthly Schedule
 - Absence History
 - Absence Balances
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Campus Personal Information
 - Change My Password
 - My Personalizations
 - My System Profile

Monthly Schedule

Daily Detail for 07/05/2006

Angel Cordelius Employee ID: 000043681
Job Title: Admin Support Coord Employee Record Number: 0

Primary Schedule

Schedule Details

Sched Hrs
8.00

Absence Details
Absence Duration: 8.00 hours Sick Take - Self

Holiday Details
No holiday data for today


[Return to Monthly Schedule](#)





San José State UNIVERSITY

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Menu

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 - My Personalizations
 - My System Profile

Monthly Schedule

Daily Detail for 09/04/2006

Angel Cordelius Employee ID: 000043681
Job Title: Admin Support Coord Employee Record Number: 0

Primary Schedule

Schedule Details

Sched Hrs
8.00

Absence Details
No absence data for today

Holiday Details
Labor Day

[Return to Monthly Schedule](#)



Non-standard schedule example

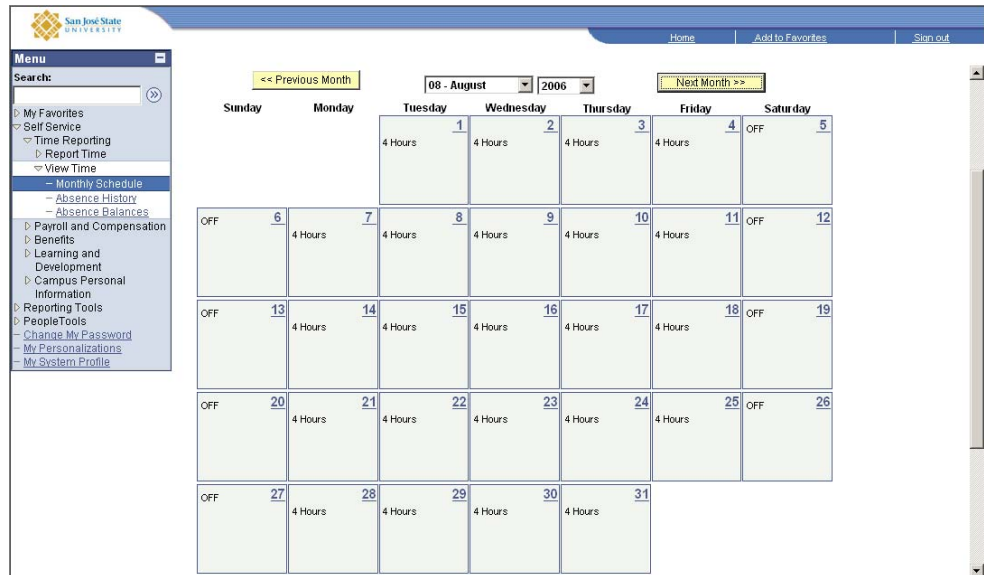
This is an example of a part-time schedule where the hours are different on various days of the week.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 8 Hours	2 8 Hours	3 4 Hours	4 4 Hours	5 OFF
6 OFF	7 6 Hours	8 8 Hours	9 8 Hours	10 4 Hours	11 4 Hours	12 OFF
13 OFF	14 6 Hours	15 8 Hours	16 8 Hours	17 4 Hours	18 4 Hours	19 OFF
20 OFF	21 6 Hours	22 8 Hours	23 8 Hours	24 4 Hours	25 4 Hours	26 OFF
27 OFF	28 6 Hours	29 8 Hours	30 8 Hours	31 4 Hours		

Non-standard schedule example

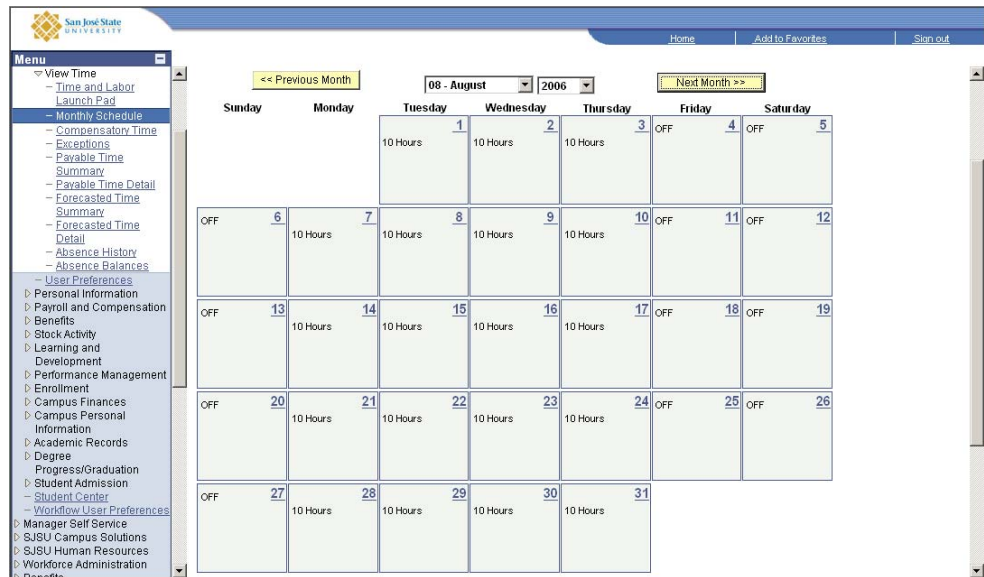
This is an example of a part-time schedule where the hours are the same each day of the week.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4 Hours	2 4 Hours	3 4 Hours	4 4 Hours	5 OFF
6 OFF	7 4 Hours	8 4 Hours	9 4 Hours	10 4 Hours	11 4 Hours	12 OFF
13 OFF	14 4 Hours	15 4 Hours	16 4 Hours	17 4 Hours	18 4 Hours	19 OFF
20 OFF	21 4 Hours	22 4 Hours	23 4 Hours	24 4 Hours	25 4 Hours	26 OFF
27 OFF	28 4 Hours	29 4 Hours	30 4 Hours	31 4 Hours		

Non-standard schedule example

This is an example of a 4/10 schedule where the employee is off on Fridays.



San José State UNIVERSITY						
Home Add to Favorites Sign out						
Menu						
View Time						
Time and Labor						
Launch Pad						
Monthly Schedule						
Compensatory Time						
Exceptions						
Payable Time						
Summary						
Payable Time Detail						
Forecasted Time						
Summary						
Forecasted Time Detail						
Absence History						
Absence Balances						
User Preferences						
Personal Information						
Payroll and Compensation						
Benefits						
Stock Activity						
Learning and Development						
Performance Management						
Enrollment						
Campus Finances						
Campus Personal Information						
Academic Records						
Degree						
Progress/Graduation						
Student Admission						
Student Center						
Workflow User Preferences						
Manager Self Service						
SJSU Campus Solutions						
SJSU Human Resources						
Workforce Administration						
Benefits						
<< Previous Month 08 - August 2006 Next Month >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10 Hours	2 10 Hours	3 10 Hours	4 OFF	5 OFF
6 OFF	7 10 Hours	8 10 Hours	9 10 Hours	10 10 Hours	11 OFF	12 OFF
13 OFF	14 10 Hours	15 10 Hours	16 10 Hours	17 10 Hours	18 OFF	19 OFF
20 OFF	21 10 Hours	22 10 Hours	23 10 Hours	24 10 Hours	25 OFF	26 OFF
27 OFF	28 10 Hours	29 10 Hours	30 10 Hours	31 10 Hours		

Non-standard schedule example

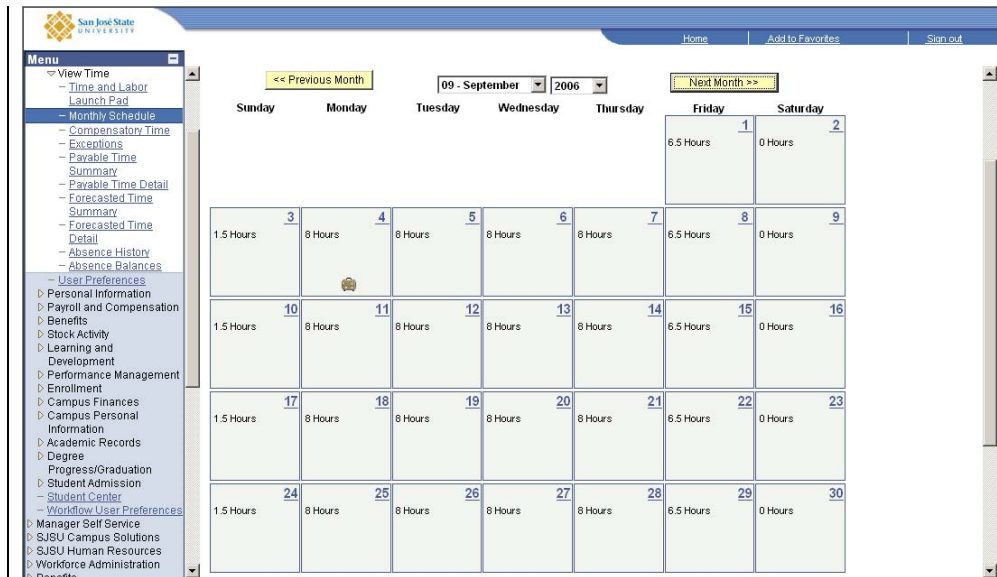
This is an example of a standard Tuesday-Saturday 40-hour schedule.



San José State UNIVERSITY						
Home Add to Favorites Sign out						
Menu						
View Time						
Time and Labor						
Launch Pad						
Monthly Schedule						
Compensatory Time						
Exceptions						
Payable Time						
Summary						
Payable Time Detail						
Forecasted Time						
Summary						
Forecasted Time Detail						
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Absence Balances						
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Campus Personal Information						
Academic Records						
Degree						
Progress/Graduation						
Student Admission						
Student Center						
Workflow User Preferences						
Manager Self Service						
SJSU Campus Solutions						
SJSU Human Resources						
Workforce Administration						
Benefits						
<< Previous Month 08 - August 2006 Next Month >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 8 Hours	2 8 Hours	3 8 Hours	4 8 Hours	5 8 Hours
6 OFF	7 OFF	8 8 Hours	9 8 Hours	10 8 Hours	11 8 Hours	12 8 Hours
13 OFF	14 OFF	15 8 Hours	16 8 Hours	17 8 Hours	18 8 Hours	19 8 Hours
20 OFF	21 OFF	22 8 Hours	23 8 Hours	24 8 Hours	25 8 Hours	26 8 Hours
27 OFF	28 OFF	29 8 Hours	30 8 Hours	31 8 Hours		

Non-standard schedule example

This is an example of someone on a graveyard shift (common for FD&O employees).



The screenshot shows a web-based interface for San José State University. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below this is a date selector showing '09 - September' and '2006'. Navigation buttons for '<< Previous Month' and 'Next Month >>' are present. The main content is a calendar grid for the month of September. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The grid cells contain the day number and the number of hours worked. For example, on Friday the 1st, 6.5 hours were worked, and on Saturday the 2nd, 0 hours were worked. The grid continues through the month, ending on Saturday the 30th. On the left side, there is a 'Menu' with various options: View Time, Time and Labor, Launch Pad, Monthly Schedule, Compensatory Time, Exceptions, Payable Time, Summary, Payable Time Detail, Forecasted Time, Forecasted Time Summary, Absence History, Absence Balances, User Preferences, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Learning and Development, Performance Management, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree, Progress/Graduation, Student Admission, Student Center, Workflow User Preferences, Manager Self Service, SJSU Campus Solutions, SJSU Human Resources, Workforce Administration, and Benefits.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
2	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
3	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
4	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
5	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
6	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
7	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
8	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
9	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
10	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
11	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
12	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
13	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
14	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
15	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
16	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
17	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
18	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
19	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
20	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
21	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
22	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
23	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
24	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
25	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
26	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
27	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
28	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
29	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours
30	8 Hours	8 Hours	8 Hours	8 Hours	6.5 Hours	0 Hours

Views with Multiple Jobs

If you have more than one active, absence-eligible job on campus, your views to see balances, history and your schedule will be slightly different. Please note that all balances for employees with multiple jobs were converted to the primary job. For example, if you are a department chair and a faculty member, your balances all reside on the department chair job.

View Absence Balances

All active, absence-eligible jobs will be displayed. Click the hyperlinked Job Title to view the information.

The Absence Balances page displayed is the same.




Select Job Title	EmpID	Empl Recd#	Department	Supervisor Name	Company
Administrator I	005308746	0	CMS Project Office		San Jose State University
Info Tech Consultant 12 Mo	005308746	1	CMS Project Office		San Jose State University

View Absence History

All active, absence-eligible jobs will be displayed. Click the hyperlinked Job Title to view the information.

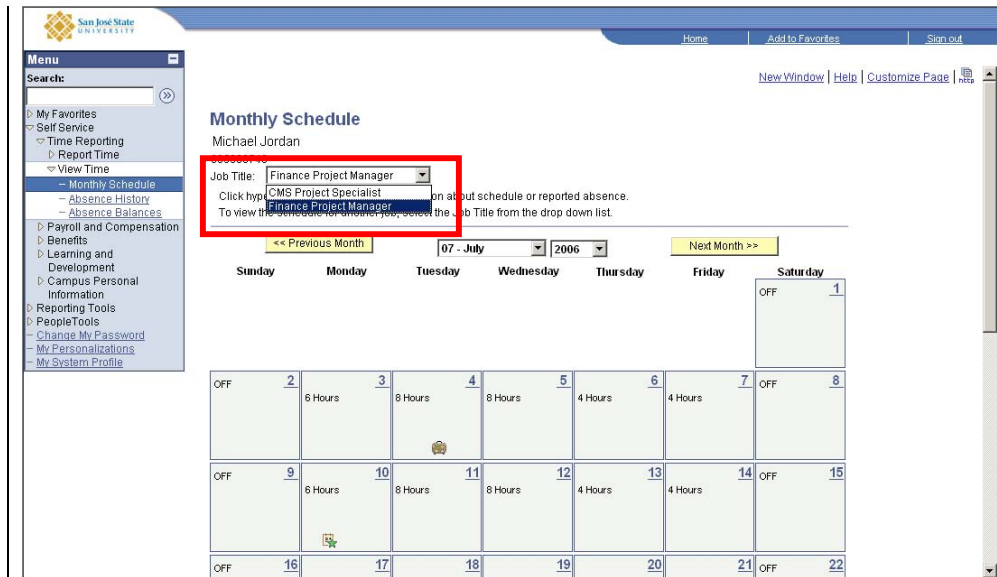
The Absence History page displayed is the same.



Select Job Title	EmpID	Empl Recd#	Department	Supervisor Name	Company
Administrator I	005308746	0	CMS Project Office		San Jose State University
Info Tech Consultant 12 Mo	005308746	1	CMS Project Office		San Jose State University

View Monthly Schedule

All active, absence-eligible jobs will be displayed in the drop-down list. Select the job you wish to view the schedule for.



Monthly Schedule
Michael Jordan

Job Title: Finance Project Manager
 Click here to view the schedule for the selected job title.
 To view the schedule for a different job title, select the Job Title from the drop down list.

<< Previous Month | 07 - July | 2006 | Next Month >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFF	2 8 Hours	3 8 Hours	4 8 Hours	5 8 Hours	6 4 Hours	7 4 Hours
OFF	8	9 8 Hours	10 8 Hours	11 8 Hours	12 4 Hours	13 4 Hours
OFF	14	15 8 Hours	16 8 Hours	17 8 Hours	18 4 Hours	19 4 Hours
OFF	20	21 8 Hours	22 8 Hours	23 8 Hours	24 4 Hours	25 4 Hours
OFF	26	27 8 Hours	28 8 Hours	29 8 Hours	30 4 Hours	31 4 Hours