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.

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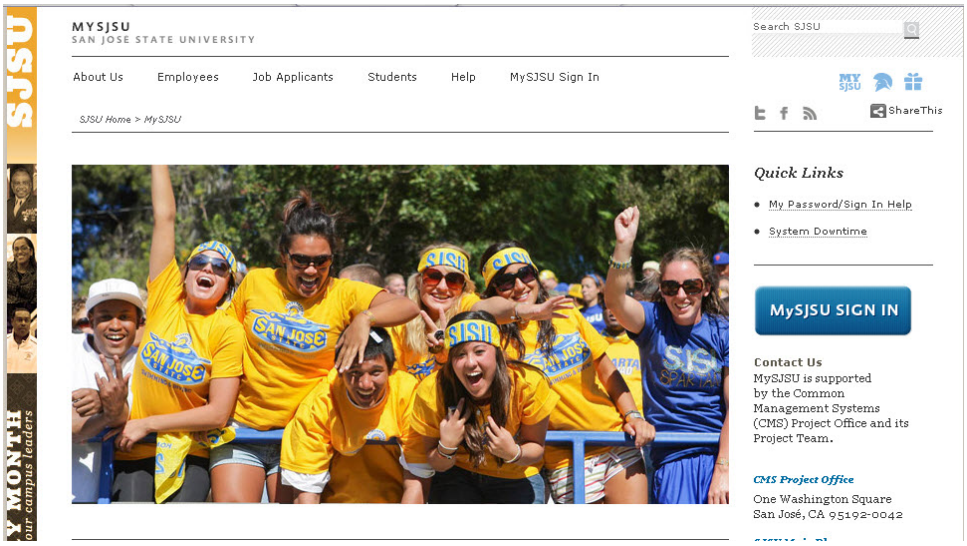
Sign in to MySJSU

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.



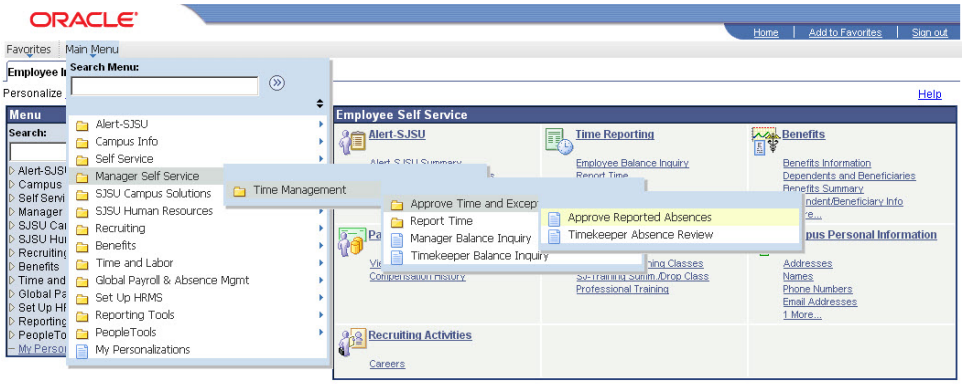
The Oracle PeopleSoft Enterprise (MySJSU) sign in page displays.

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.

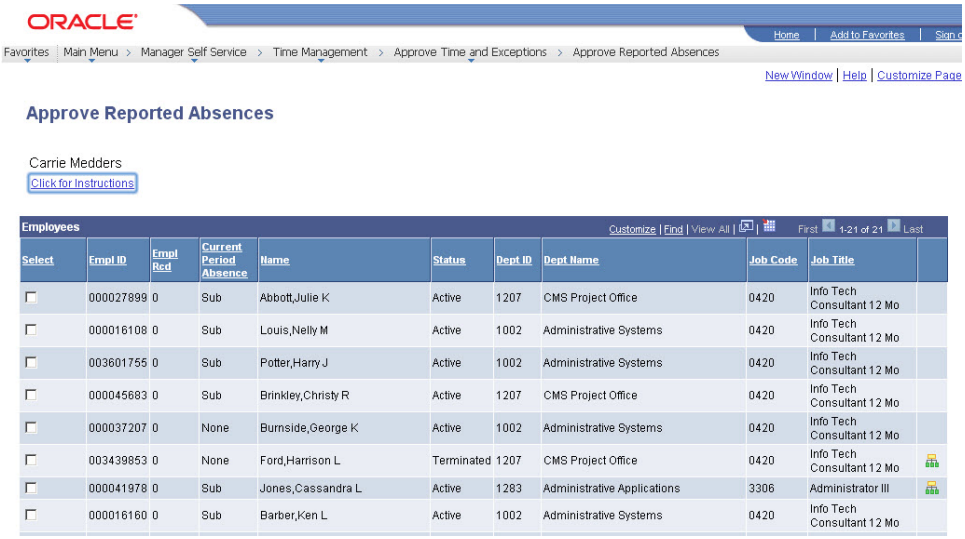
Approve Absences

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.



Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
☐	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III
☐	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo

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:

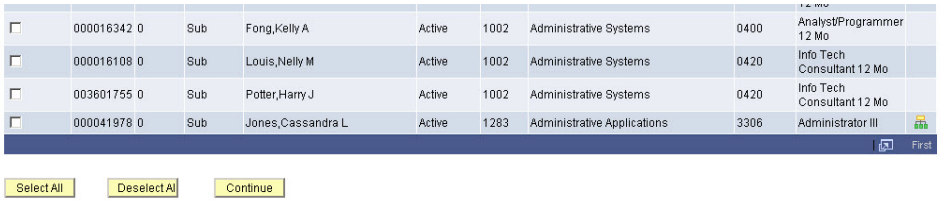
- **None** — No absences have been entered.
- **Appr** — All absences entered have been approved.
- **Sub** — Absences have been submitted but not approved.

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).

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
☐	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	008200452	0	Appr	Sampson,Dana X	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	000019982	0	Appr	Kasdan,Lucy	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	000057344	0	Appr	Nickerson,Ned L	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	005537675	0	Appr	Rogers,Jenny R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	002480570	0	Appr	Marcum,Shirley Z	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	000081654	0	Appr	Nelson,Roger T	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	000027899	0	Sub	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo
☐	000045683	0	Sub	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 12 Mo

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.



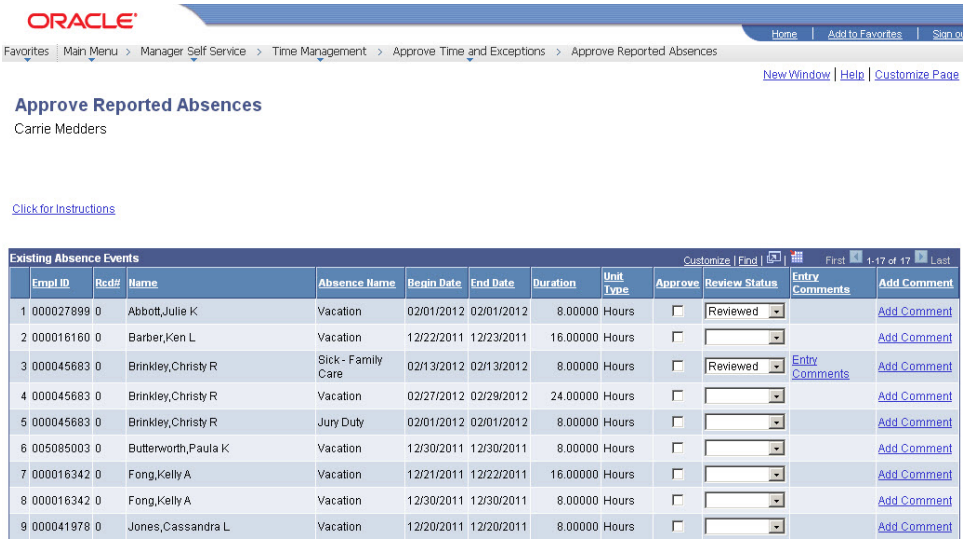
☐	000016342	0	Sub	Fong,Kelly A	Active	1002	Administrative Systems	0400	Analyst/Programmer 12 Mo
☐	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
☐	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 12 Mo
☐	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III

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.

The Approve Reported Absences page displays.

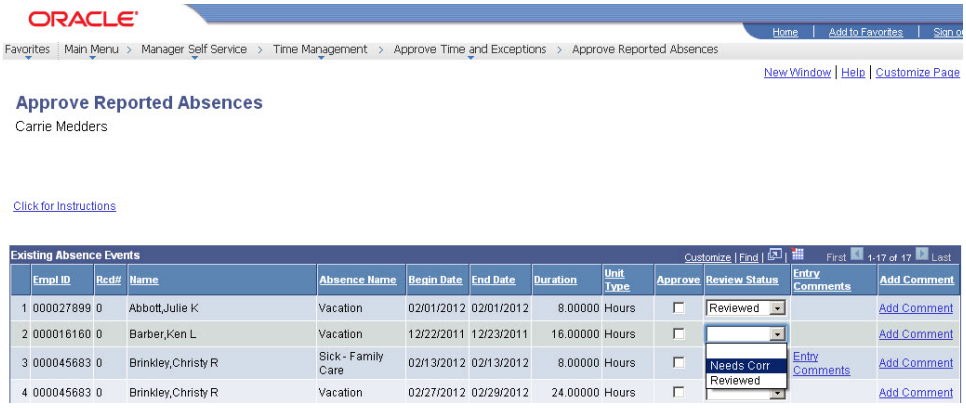
Note: Only employees whose absences are submitted and unapproved will appear in this list. Absences entered by a Timekeeper will appear with a Reviewed status. Absences entered by an Employee will appear with no status.

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



The Needs Corr and Reviewed statuses display.

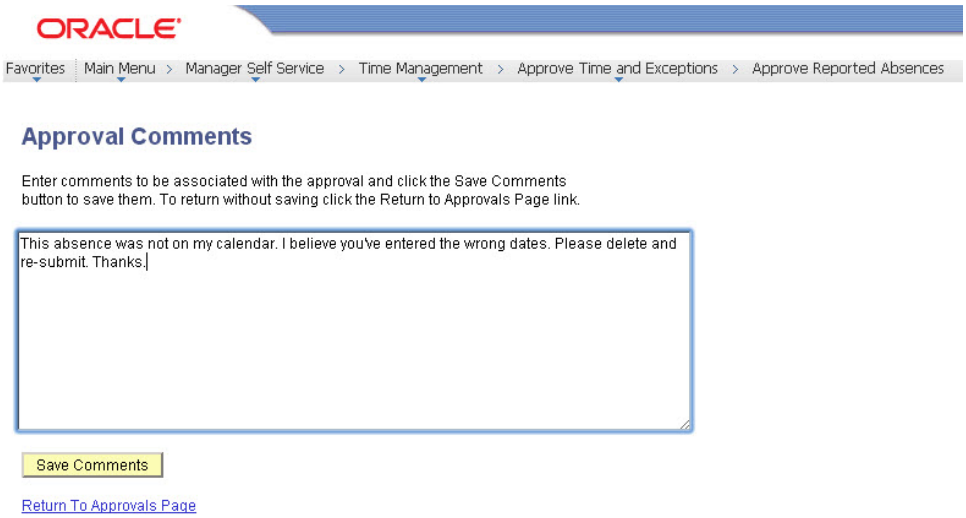
8. Select **Needs Corr** (Correction).
9. Click **Add Comment** to communicate information back to the employee.



The Approval Comments page displays.

Note: Be brief and professional when adding comments.

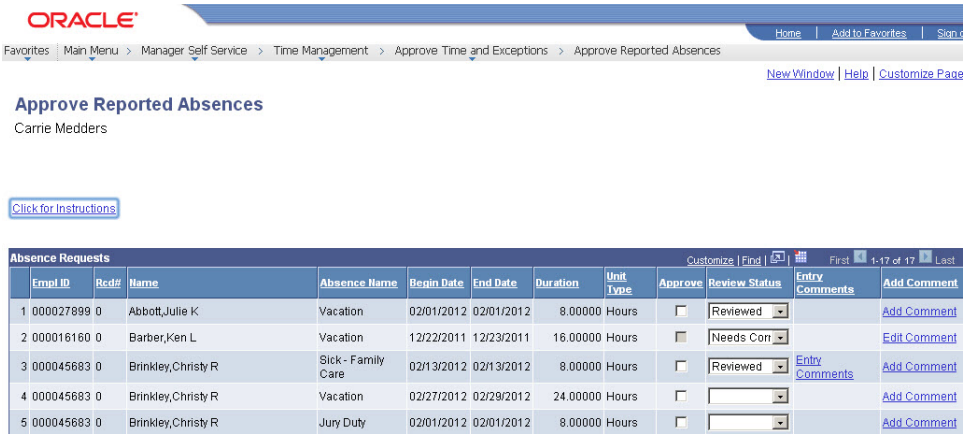
10. Enter a comment to communicate why the absence needs to be corrected.
11. Click the **Save Comments** button.



The Review Reported Absences displays.

Note: The Add Comment link now says Edit Comment.

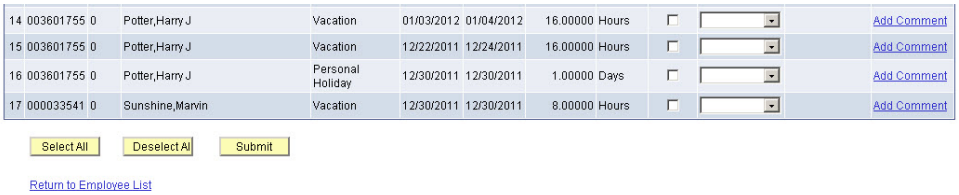
12. Scroll down to view all absences.



The Selection and Submit buttons display.

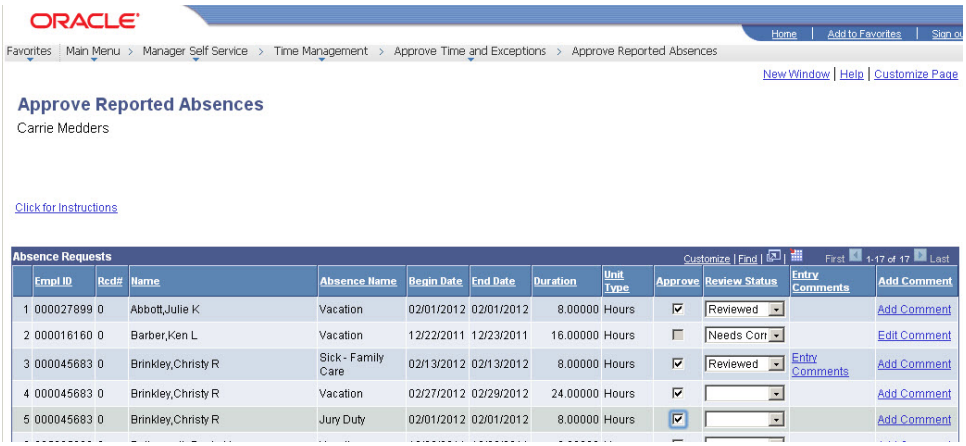
Note: You will not be able to approve an absence with a Needs Corr status.

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



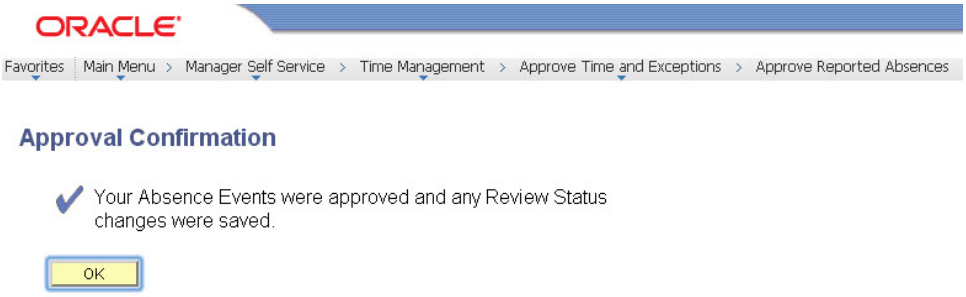
The page displays with the Approved boxes checked.

14. Click **Submit.**



The Approval Confirmation page displays.

15. Click OK.



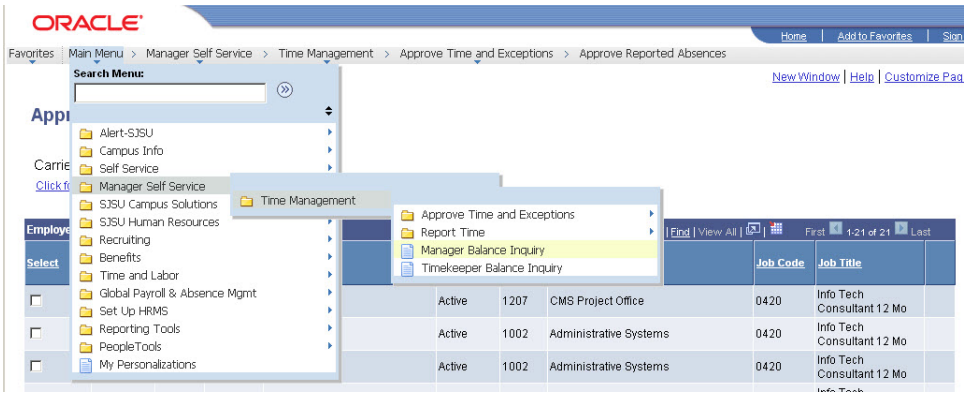
The Approve Reported Absences page displays with the updated status information.

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
☐	000027899	0	Appr	Abbott,Julie K	Active	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000016108	0	Sub	Louis,Nelly M	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	003601755	0	Sub	Potter,Harry J	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	000045683	0	Appr	Brinkley,Christy R	Active	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000037207	0	None	Burnside,George K	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo
☐	003439853	0	None	Ford,Harrison L	Terminated	1207	CMS Project Office	0420	Info Tech Consultant 1 2 Mo
☐	000041978	0	Sub	Jones,Cassandra L	Active	1283	Administrative Applications	3306	Administrator III
☐	000016160	0	Sub	Barber,Ken L	Active	1002	Administrative Systems	0420	Info Tech Consultant 1 2 Mo

View Absence Balances for Employees

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

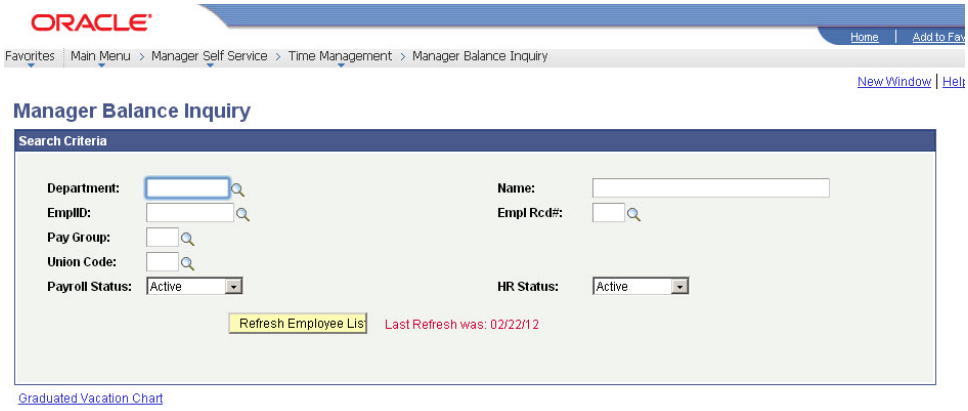
1. From the **Main Menu**, navigate to **Manager Self Service > Time Management > Manager Balance Inquiry.**



The Manager Balance Inquiry search page displays.

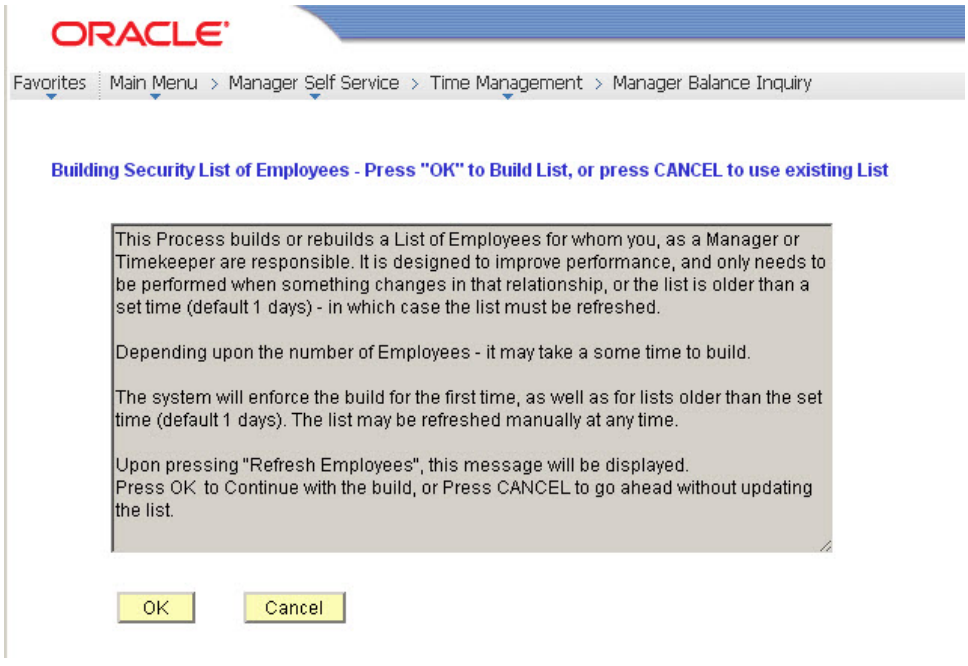
The **Last Refresh** date displays.

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



The Building Security List information page displays.

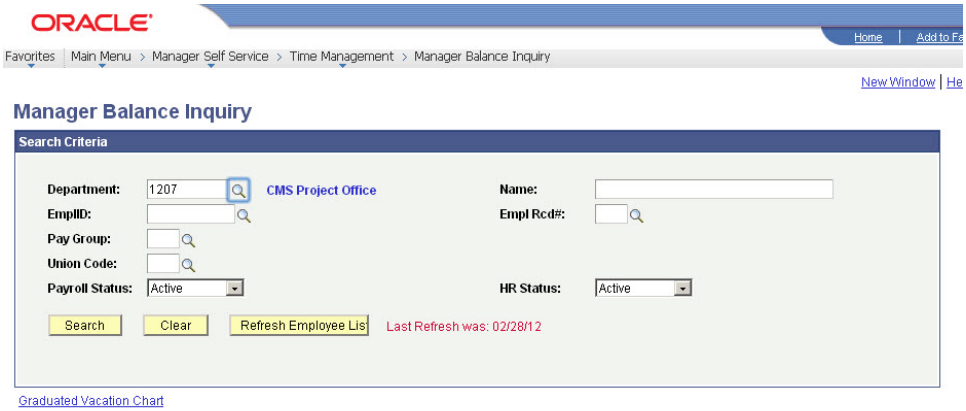
3. Click OK.



The Manager Balance Inquiry search page displays.

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

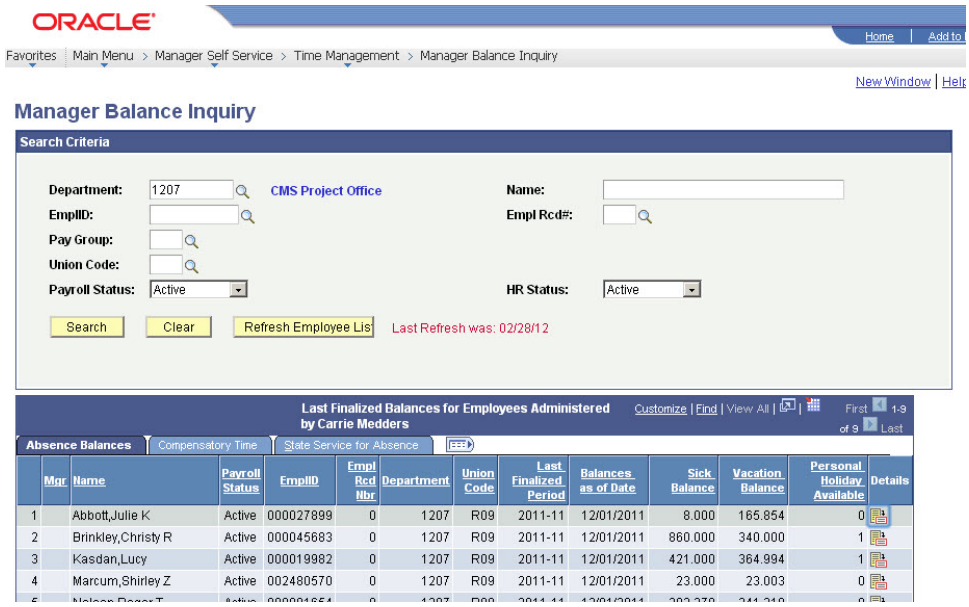
4. Enter the Department for which you want to view employee balances.



The Manager Balance Inquiry page / Absence Balances tab displays.

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

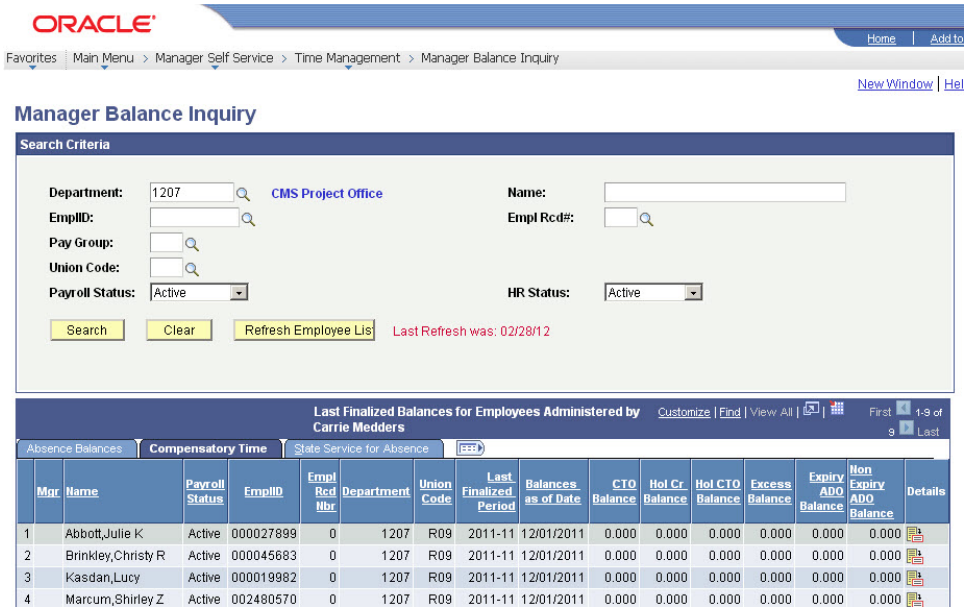
5. Click the **Compensatory Time** tab to view additional balances.



The Manager Balance Inquiry / Compensatory Time tab displays.

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

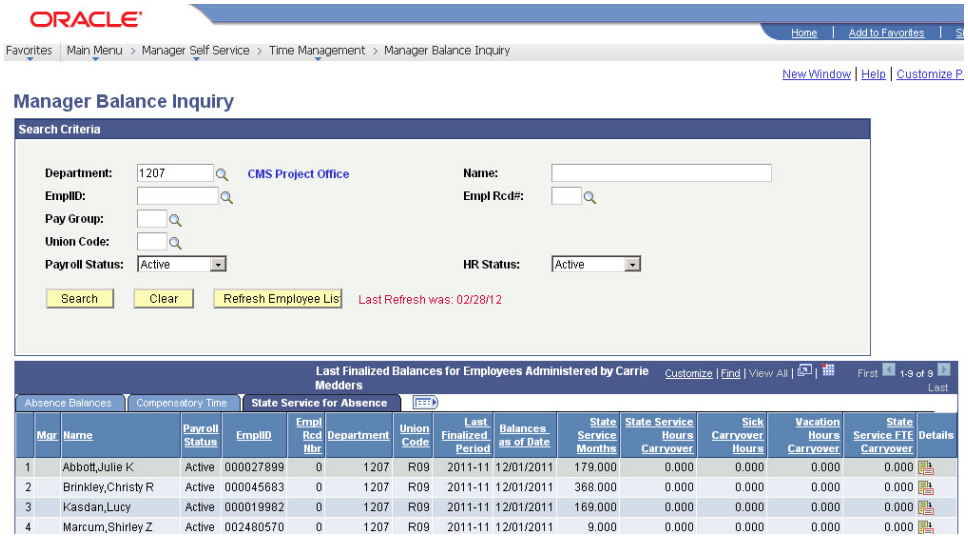
6. Click the **State Service for Absence** tab to view State Service Balances.



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

The **State Service Balances** display.

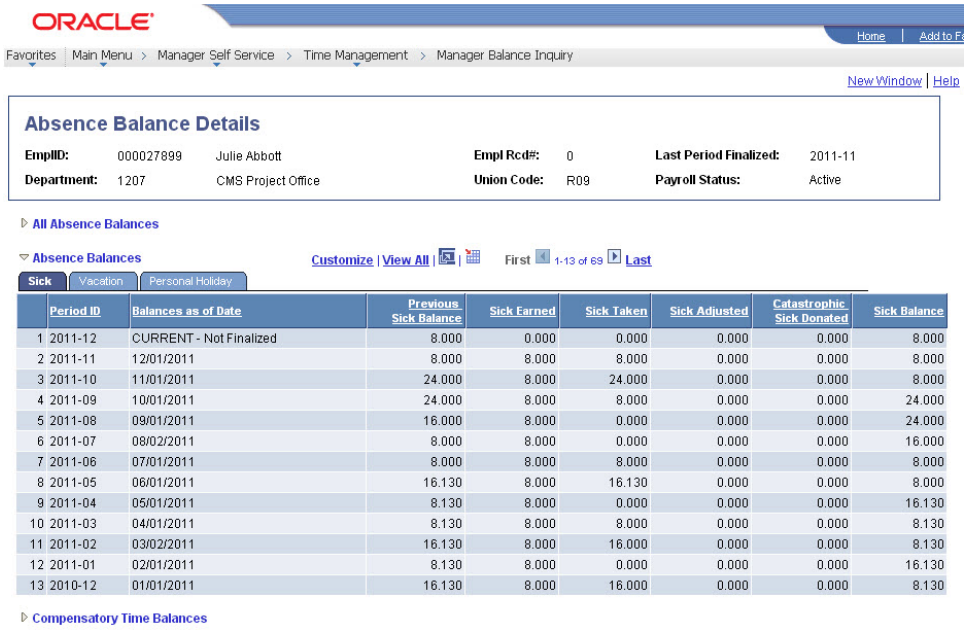
7. Click the **Details** icon in the far right column (on any of the three tabs) to view more detailed information for any employee in the list.



The Absence Balance Details page / Absence Balances section displays.

Note: There is one tab per absence type.

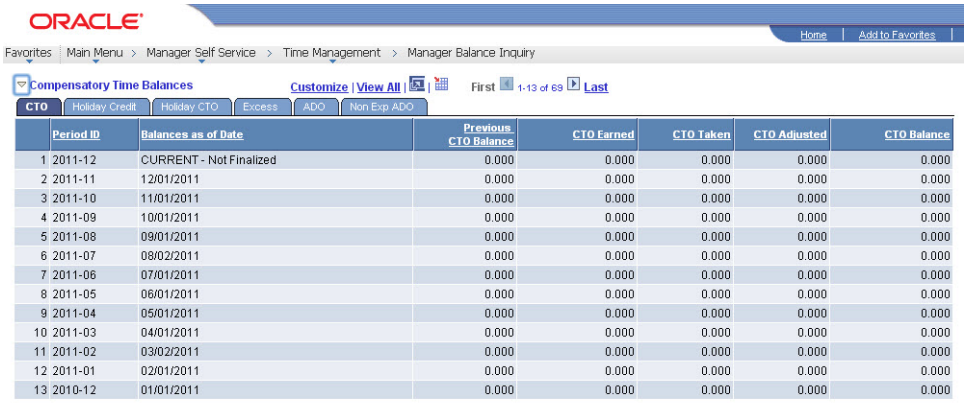
8. Click a tab to view the relevant absence details.
9. Scroll down to view additional absence types.



	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	8.000	0.000	0.000	0.000	0.000	8.000
2	2011-11	12/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
3	2011-10	11/01/2011	24.000	8.000	24.000	0.000	0.000	8.000
4	2011-09	10/01/2011	24.000	8.000	8.000	0.000	0.000	24.000
5	2011-08	09/01/2011	16.000	8.000	0.000	0.000	0.000	24.000
6	2011-07	08/02/2011	8.000	8.000	0.000	0.000	0.000	16.000
7	2011-06	07/01/2011	8.000	8.000	8.000	0.000	0.000	8.000
8	2011-05	06/01/2011	16.130	8.000	16.130	0.000	0.000	8.000
9	2011-04	05/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
10	2011-03	04/01/2011	8.130	8.000	8.000	0.000	0.000	8.130
11	2011-02	03/02/2011	16.130	8.000	16.000	0.000	0.000	8.130
12	2011-01	02/01/2011	8.130	8.000	0.000	0.000	0.000	16.130
13	2010-12	01/01/2011	16.130	8.000	16.000	0.000	0.000	8.130

The Compensatory Time Balances section displays.

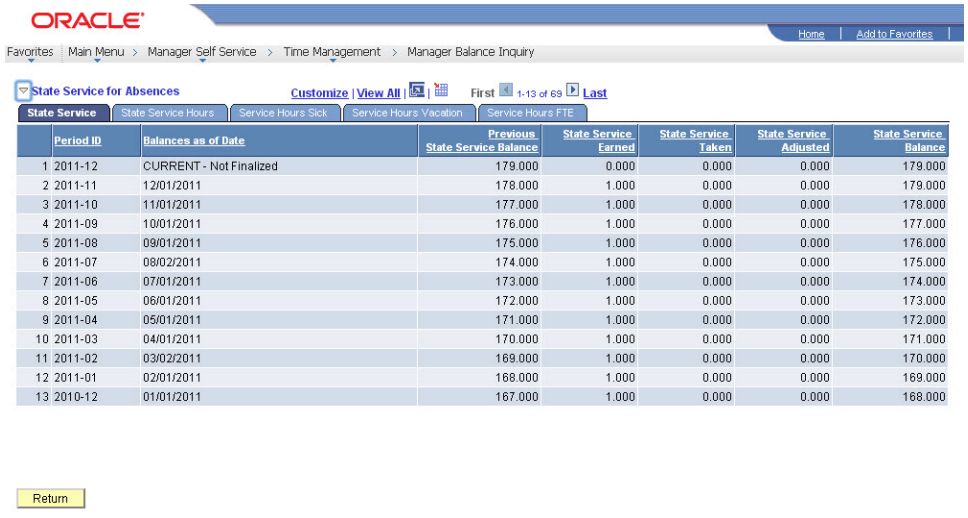
10. To view State Service balances, click the arrow by **State Service for Absences** and scroll down.



	Period ID	Balances as of Date	Previous CTO Balance	CTO Earned	CTO Taken	CTO Adjusted	CTO Balance
1	2011-12	CURRENT - Not Finalized	0.000	0.000	0.000	0.000	0.000
2	2011-11	12/01/2011	0.000	0.000	0.000	0.000	0.000
3	2011-10	11/01/2011	0.000	0.000	0.000	0.000	0.000
4	2011-09	10/01/2011	0.000	0.000	0.000	0.000	0.000
5	2011-08	09/01/2011	0.000	0.000	0.000	0.000	0.000
6	2011-07	08/02/2011	0.000	0.000	0.000	0.000	0.000
7	2011-06	07/01/2011	0.000	0.000	0.000	0.000	0.000
8	2011-05	06/01/2011	0.000	0.000	0.000	0.000	0.000
9	2011-04	05/01/2011	0.000	0.000	0.000	0.000	0.000
10	2011-03	04/01/2011	0.000	0.000	0.000	0.000	0.000
11	2011-02	03/02/2011	0.000	0.000	0.000	0.000	0.000
12	2011-01	02/01/2011	0.000	0.000	0.000	0.000	0.000
13	2010-12	01/01/2011	0.000	0.000	0.000	0.000	0.000

The State Service for Absences section displays.

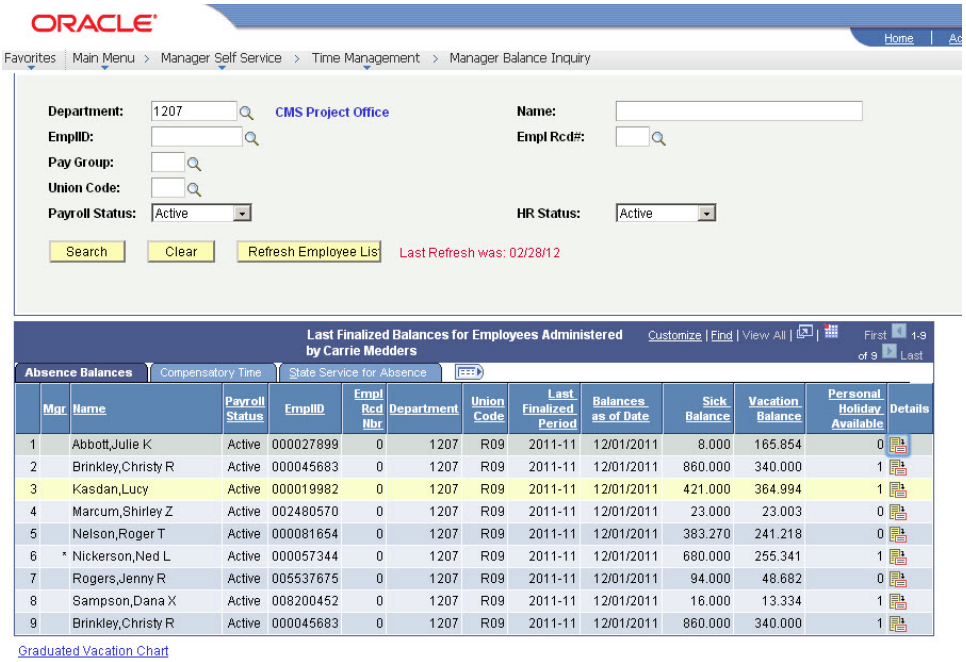
11. Click the **Return** button to return to the main **Absence Balances** page.



	Period ID	Balances as of Date	Previous State Service Balance	State Service Earned	State Service Taken	State Service Adjusted	State Service Balance
1	2011-12	CURRENT - Not Finalized	179.000	0.000	0.000	0.000	179.000
2	2011-11	12/01/2011	178.000	1.000	0.000	0.000	179.000
3	2011-10	11/01/2011	177.000	1.000	0.000	0.000	178.000
4	2011-09	10/01/2011	176.000	1.000	0.000	0.000	177.000
5	2011-08	09/01/2011	175.000	1.000	0.000	0.000	176.000
6	2011-07	08/02/2011	174.000	1.000	0.000	0.000	175.000
7	2011-06	07/01/2011	173.000	1.000	0.000	0.000	174.000
8	2011-05	06/01/2011	172.000	1.000	0.000	0.000	173.000
9	2011-04	05/01/2011	171.000	1.000	0.000	0.000	172.000
10	2011-03	04/01/2011	170.000	1.000	0.000	0.000	171.000
11	2011-02	03/02/2011	169.000	1.000	0.000	0.000	170.000
12	2011-01	02/01/2011	168.000	1.000	0.000	0.000	169.000
13	2010-12	01/01/2011	167.000	1.000	0.000	0.000	168.000

The Manager Balance Inquiry page displays.

12. Click **Graduated Vacation Chart**.

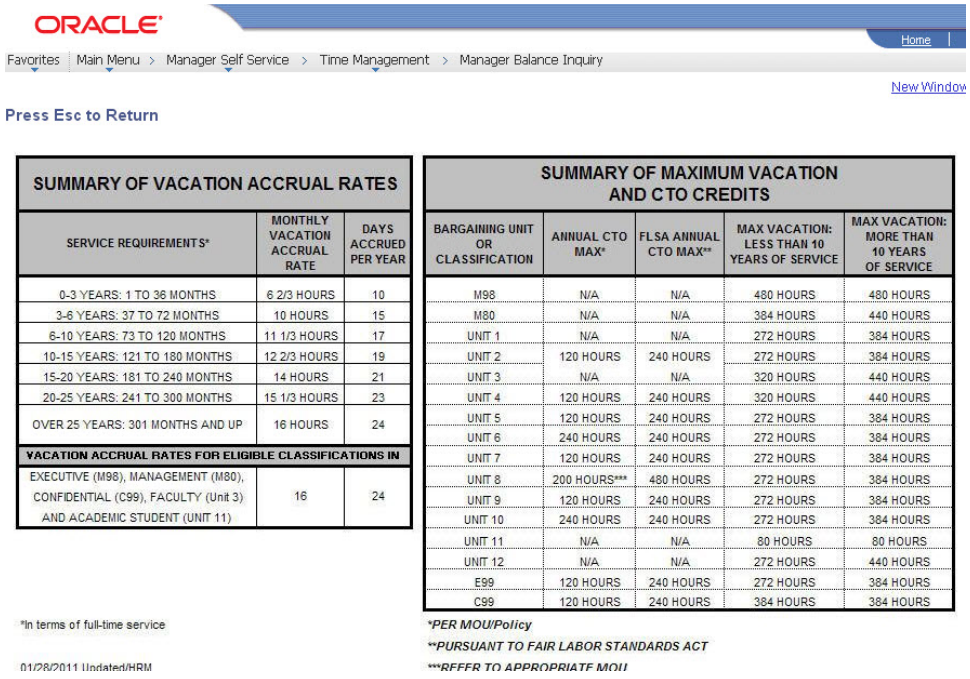


	Mgr	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1		Abbott,Julie K	Active	000027899	0	1207	R09	2011-11	12/01/2011	8.000	185.854	0	
2		Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	
3		Kasdan,Lucy	Active	000019982	0	1207	R09	2011-11	12/01/2011	421.000	364.994	1	
4		Marcum,Shirley Z	Active	002480570	0	1207	R09	2011-11	12/01/2011	23.000	23.003	0	
5		Nelson,Roger T	Active	000081654	0	1207	R09	2011-11	12/01/2011	383.270	241.218	0	
6	*	Nickerson,Ned L	Active	000057344	0	1207	R09	2011-11	12/01/2011	680.000	255.341	1	
7		Rogers,Jenny R	Active	005537675	0	1207	R09	2011-11	12/01/2011	94.000	48.682	0	
8		Sampson,Dana X	Active	008200452	0	1207	R09	2011-11	12/01/2011	16.000	13.334	1	
9		Brinkley,Christy R	Active	000045683	0	1207	R09	2011-11	12/01/2011	860.000	340.000	1	

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.



SUMMARY OF VACATION ACCRUAL RATES

SERVICE REQUIREMENTS*	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

01/28/2011 Updated/HRM

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

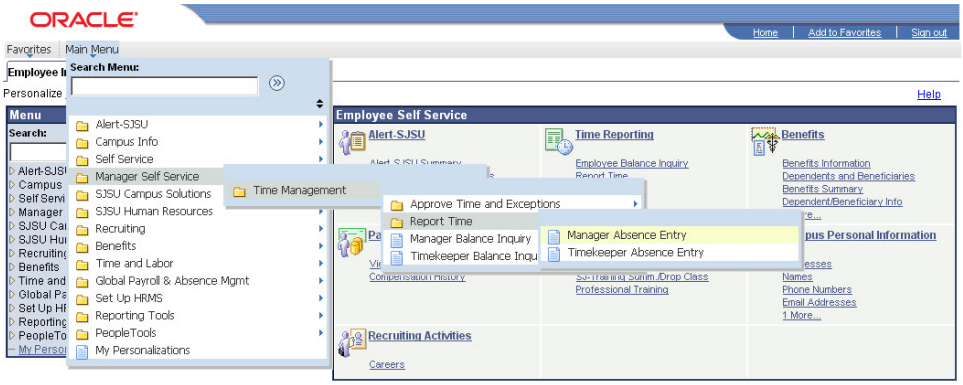
*PER MOU/Policy

**PURSUANT TO FAIR LABOR STANDARDS ACT

***REFER TO APPROPRIATE MOU

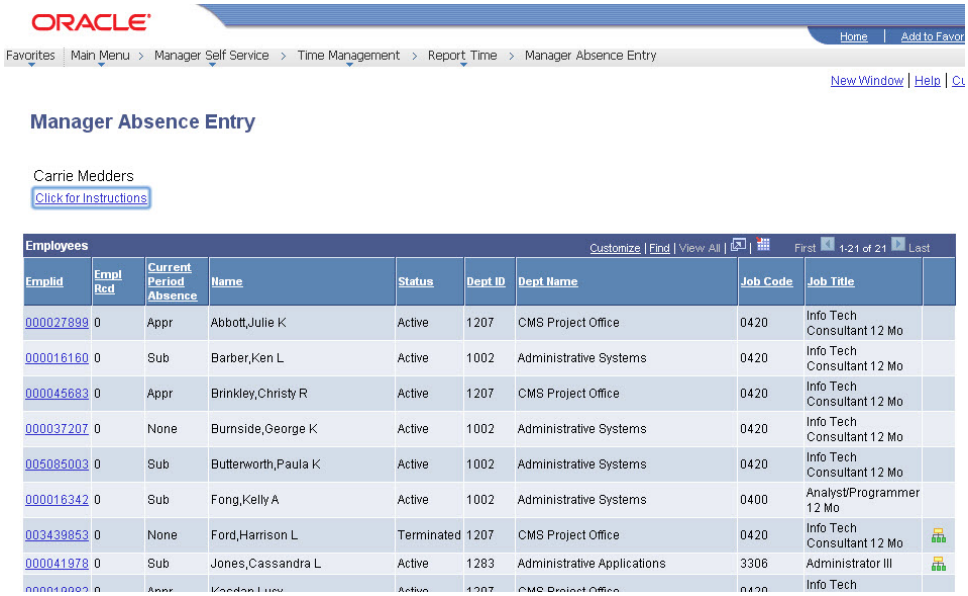
Report and View Absences for Employees

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.

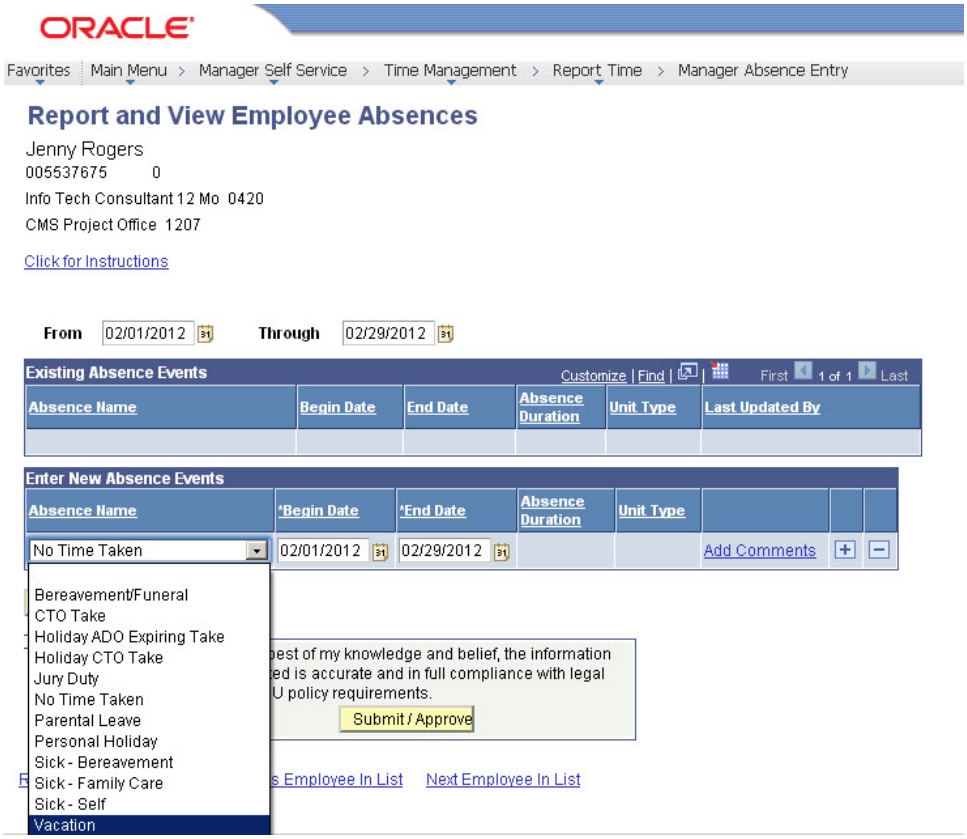
Existing absences for the current pay period will be displayed in the top grid. The **From** and **Through** dates can be changed to show absences from other pay periods.

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

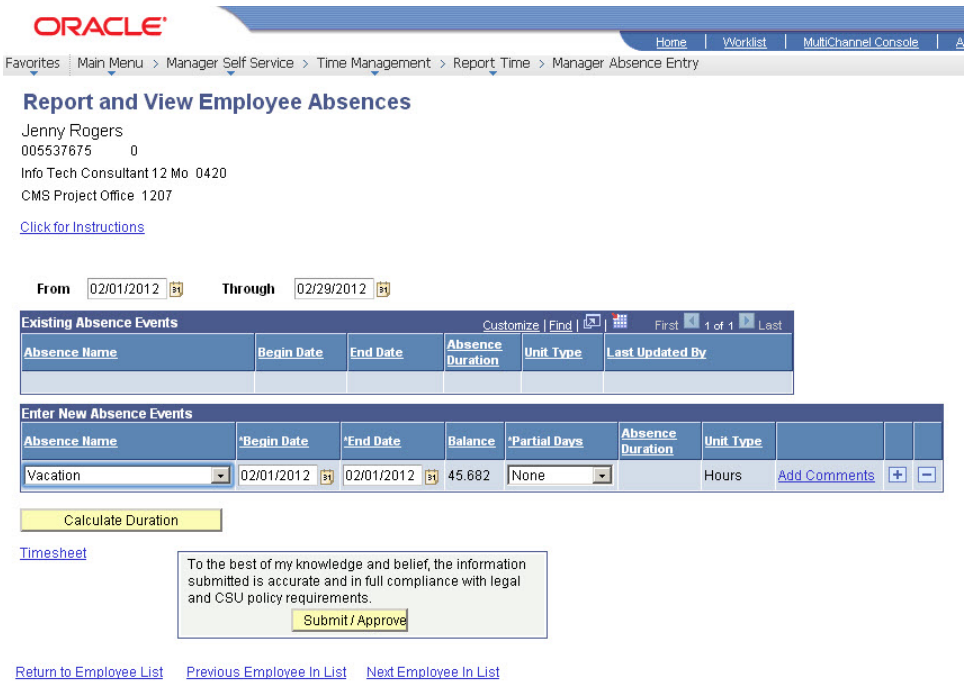
3. If this is correct, click the **Submit/Approve** button.

   No other action is necessary.

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



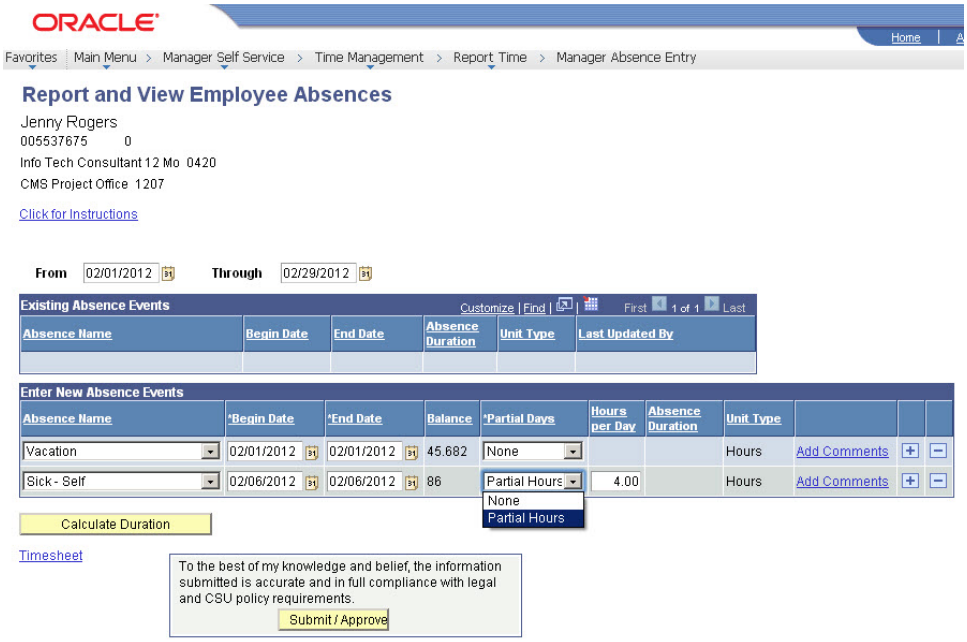
The absence Balance displays, along with the option to use Partial Days.



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.

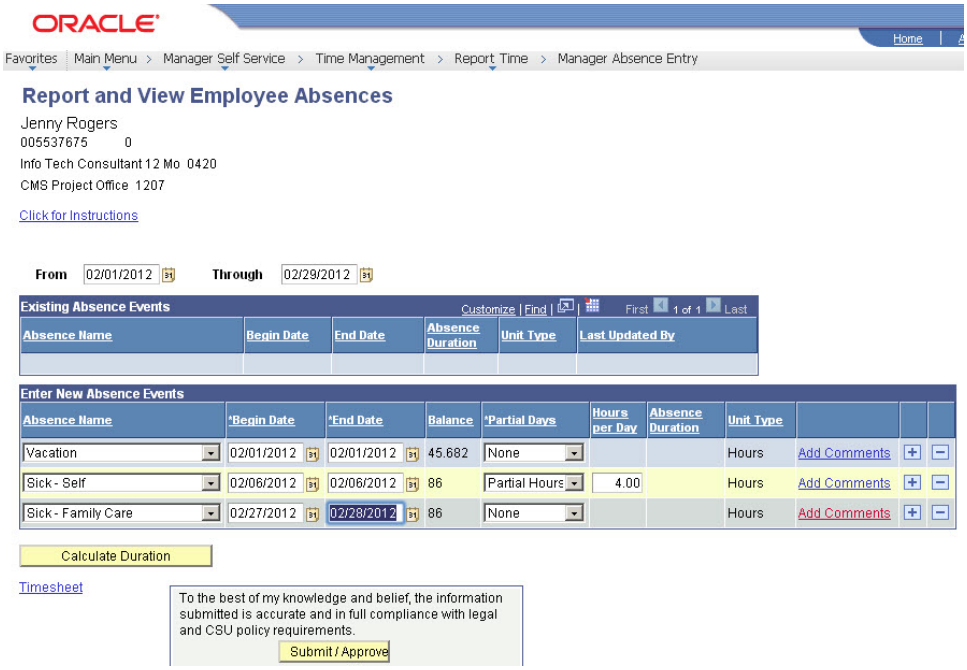
10. With **Partial Hours** selected from the **Partial Days** dropdown menu, enter the **Hours per Day**.



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.

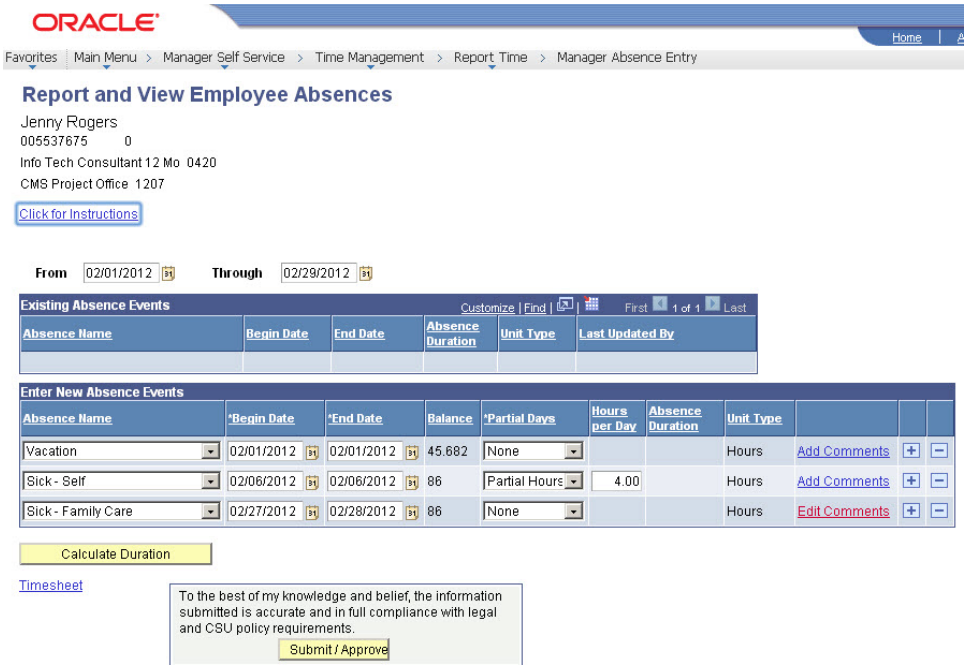
    Note: Be brief. Details are not required.

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

The Report and View Employee Absences page displays.

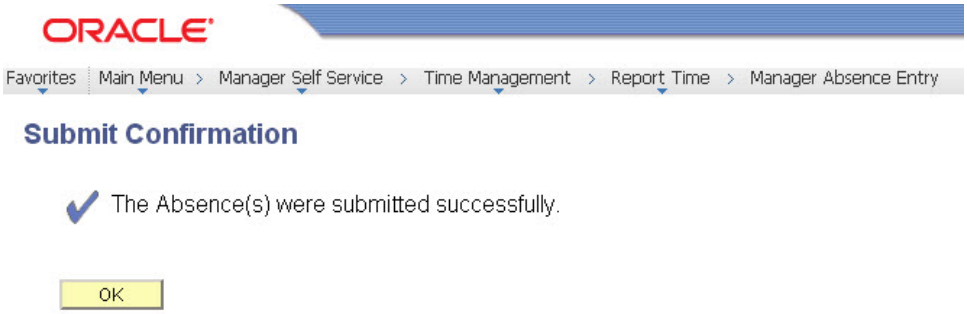
Note: When the Add Comments link shows Edit Comments, it indicates that a comment has been entered.

15. Once all absences are entered, click the **Submit/Approve** button.

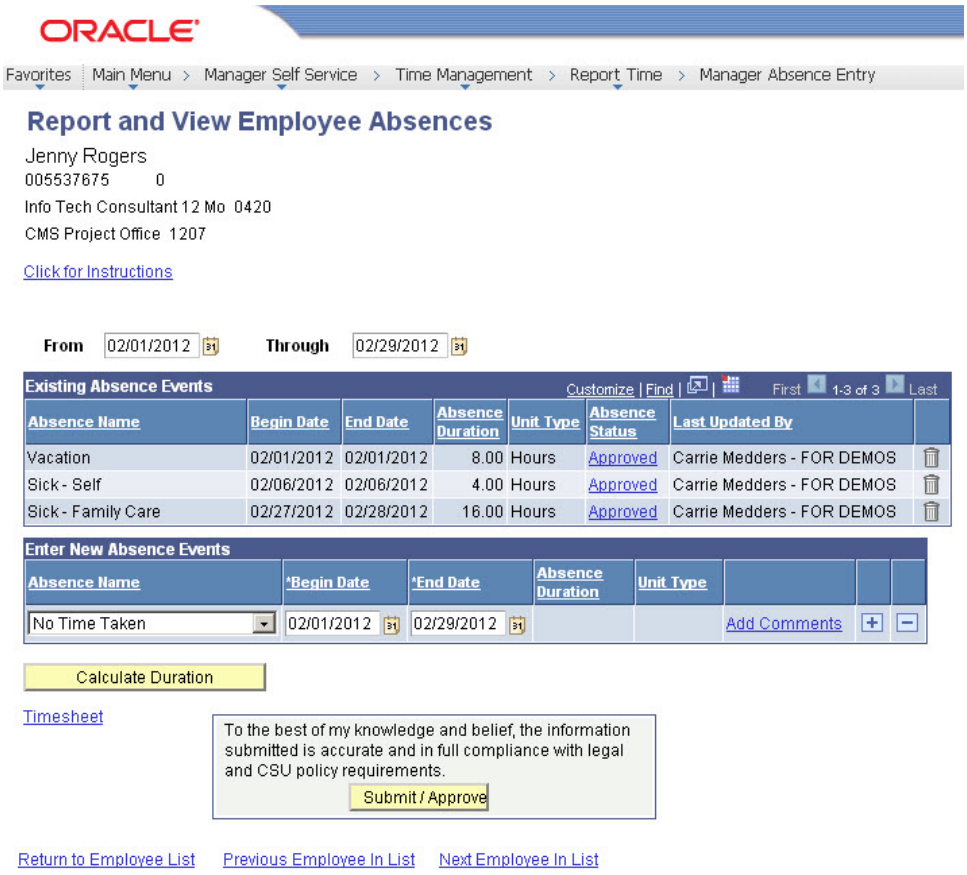


The Submit Confirmation page displays.

16. Click **OK**.



The Report and View Employee Absences page displays.



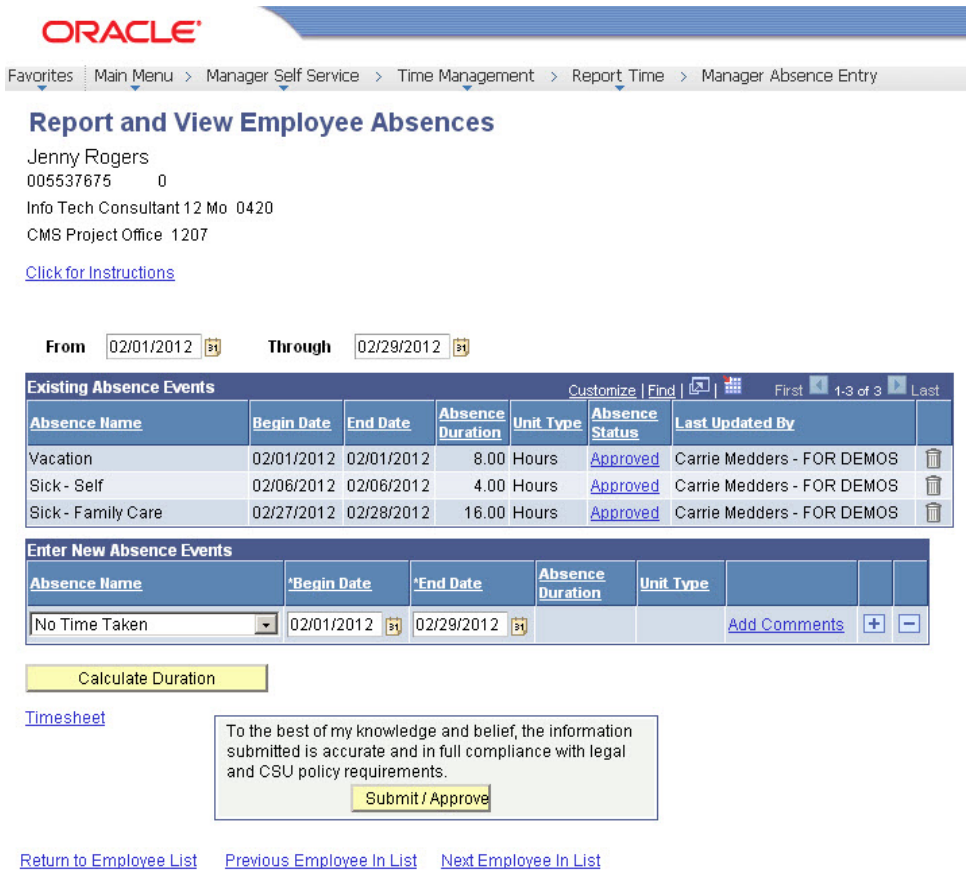
17. Use the navigation links at the bottom of the page to move from one employee to another.

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.

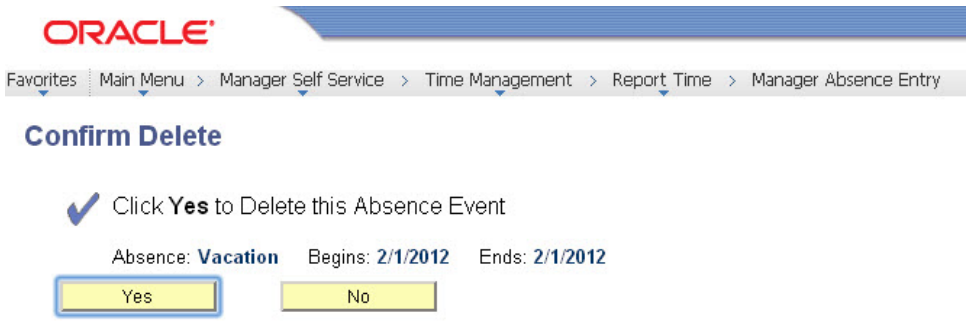


The Confirm Delete page displays.

2. Confirm that the absence to be deleted is the correct one.

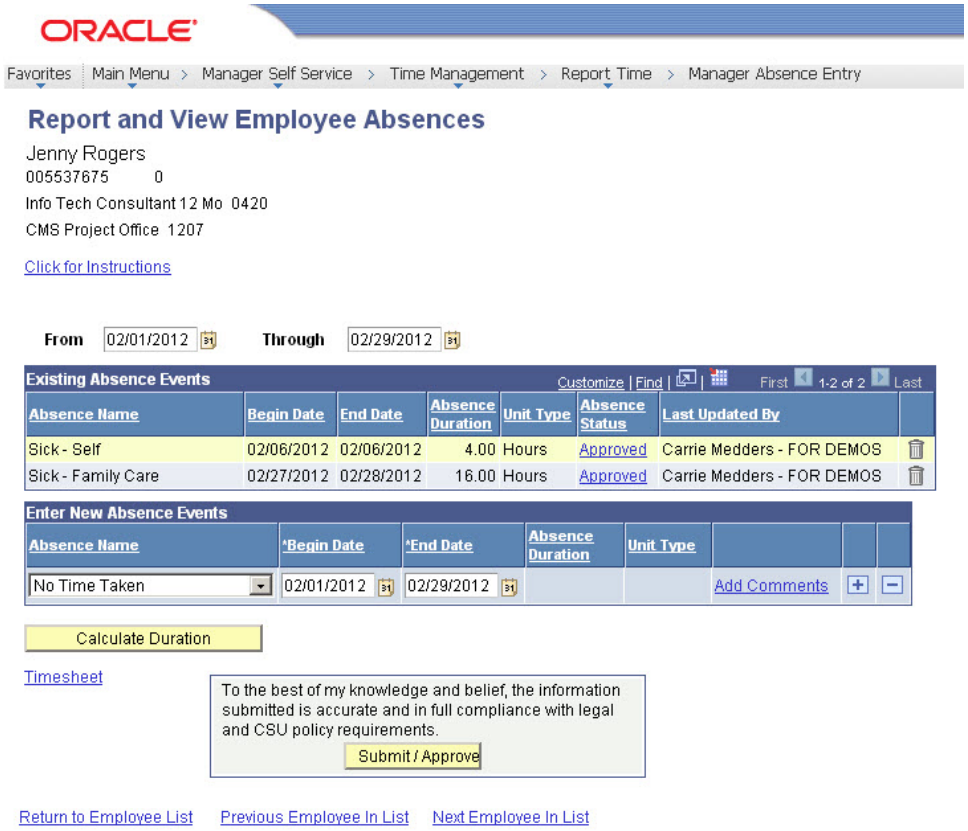
   If not, click the **No** button**.**

3. To continue deleting the selected absence, click the **Yes** button.



The Report and View Employee Absences page displays.

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



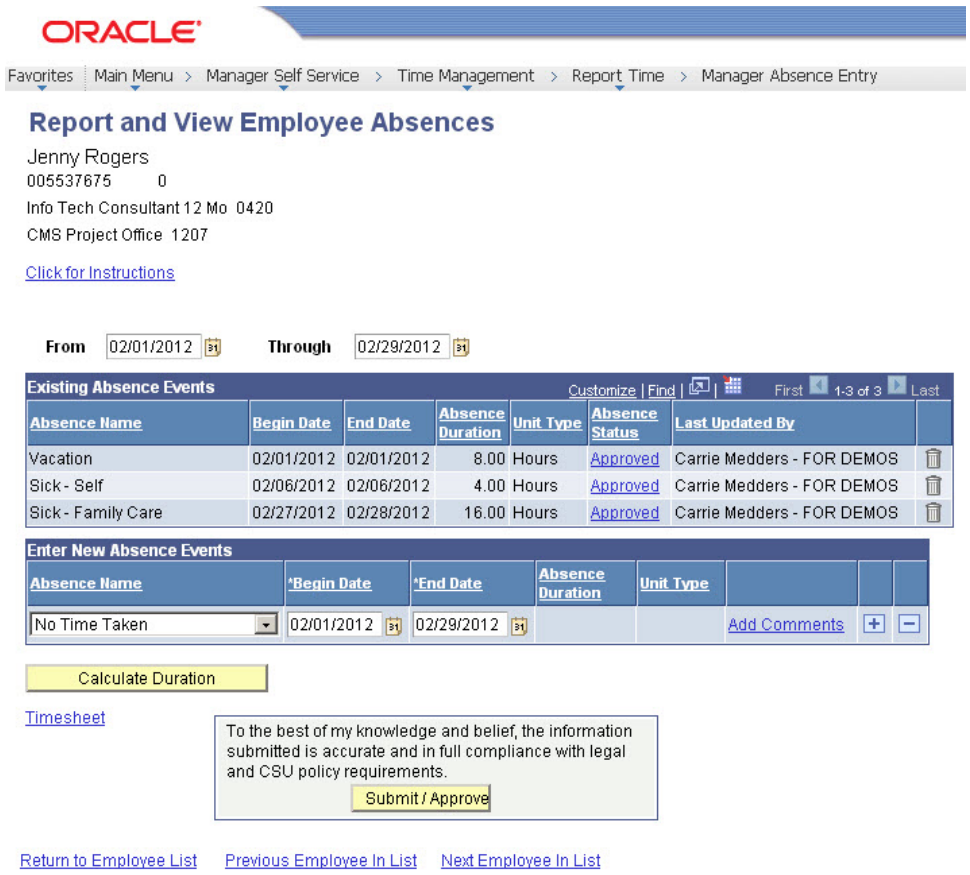
View Prior Absence Transactions for an Employee

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.