



High Level Description	
Process	View Absence Information Using a Timekeeper
Module	Absence Management Self Service
Document Type	Business Process Guide
File Reference	Psshr://Cms/Training, Doc & Support/~Human Resources Documentation /Absence Management/Business Process Guides/Word /BPG_AM_SS_Using_a_Timekeeper.doc

Revision Control			
Date	By	Action	Pages
03/23/2007	H Dunkle	Document created	7
11/20/2007	A Everett	Document converted to accessible template	5
01/07/2009	A Everett	Document edited for Draft 3	5
02/02/2009	J Reeds	Document reviewed and edited	All

## Table of Contents

Overview ..... 1

    Login to MySJSU ..... 2

    View My Absence Balances..... 4

    View My Absence History ..... 5

## Overview

This business process guide demonstrates how to login to MySJSU, view your absence balances and view your absence history.

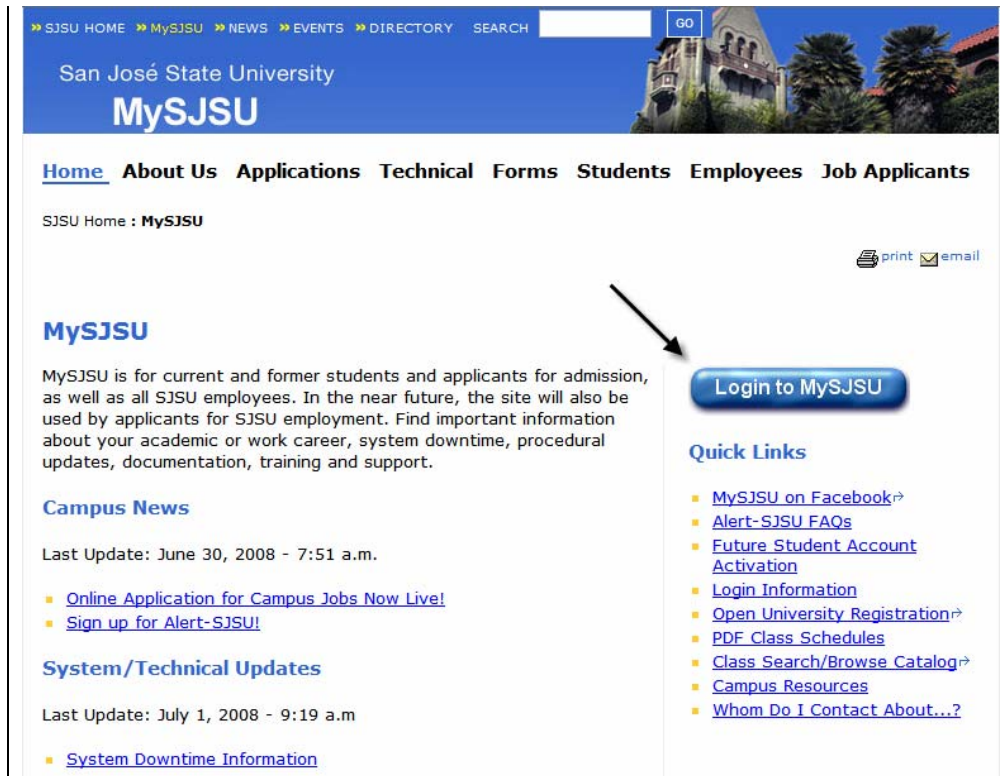
## Login to MySJSU

This section demonstrates how to login to the database.

*Note: MySJSU and HSJPRD are the same database.*

### The Applications page displays.

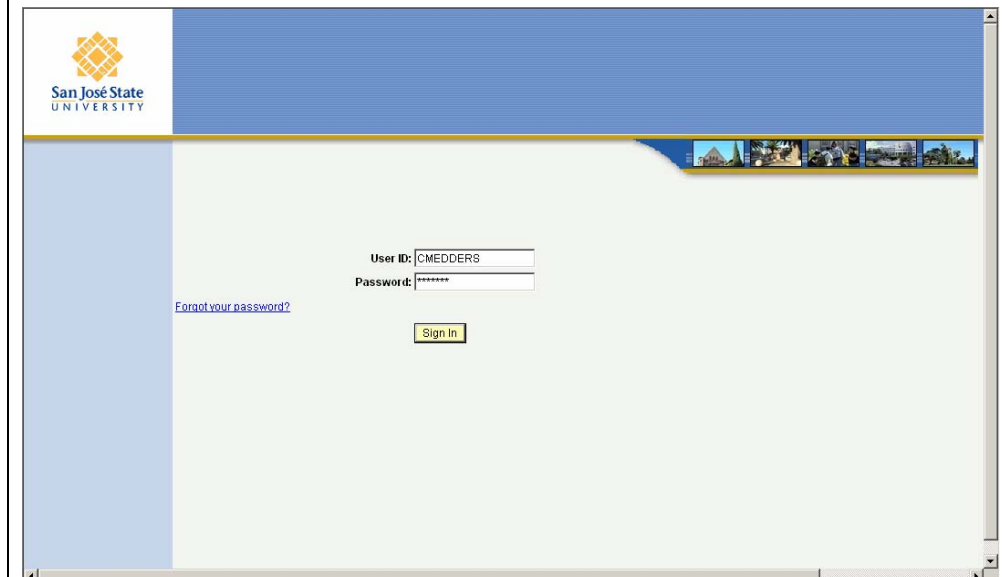
1. Navigate to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **Login to MySJSU** button.



### The Login page displays.

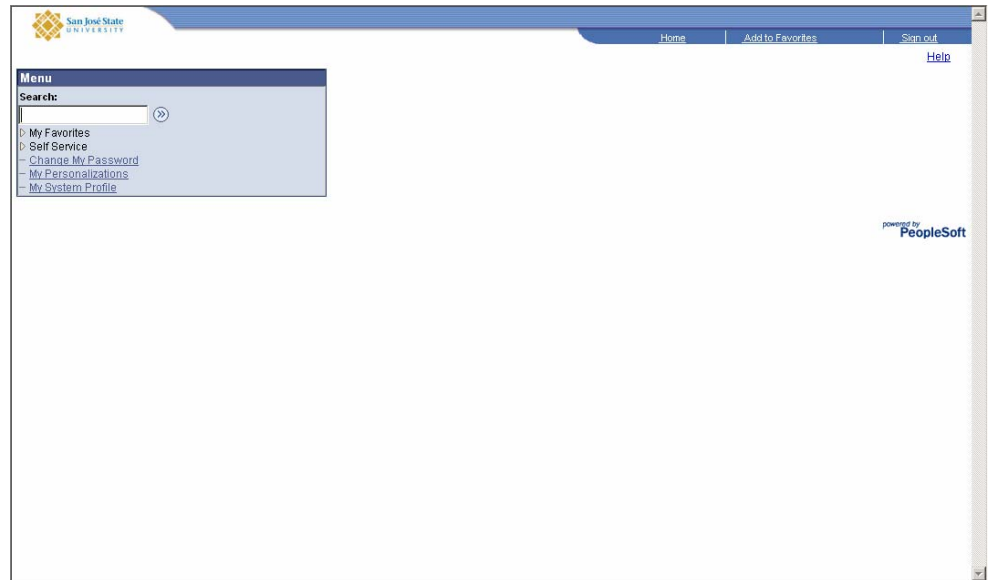
3. Enter your **User ID** and **password**. Remember that both are case sensitive.
4. Click the **Sign In** button.

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



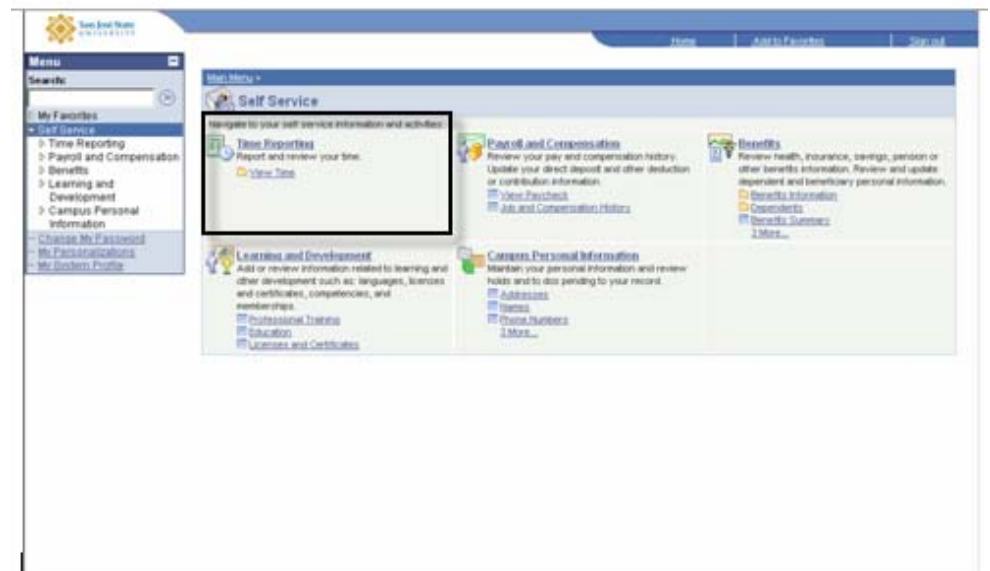
The Main Menu displays.

- From the **Main Menu**, navigate to **Self Service**.



The Self Service options (that are available to you) display.

- Click the **View Time** link under **Time Reporting**.



## View My Absence Balances

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

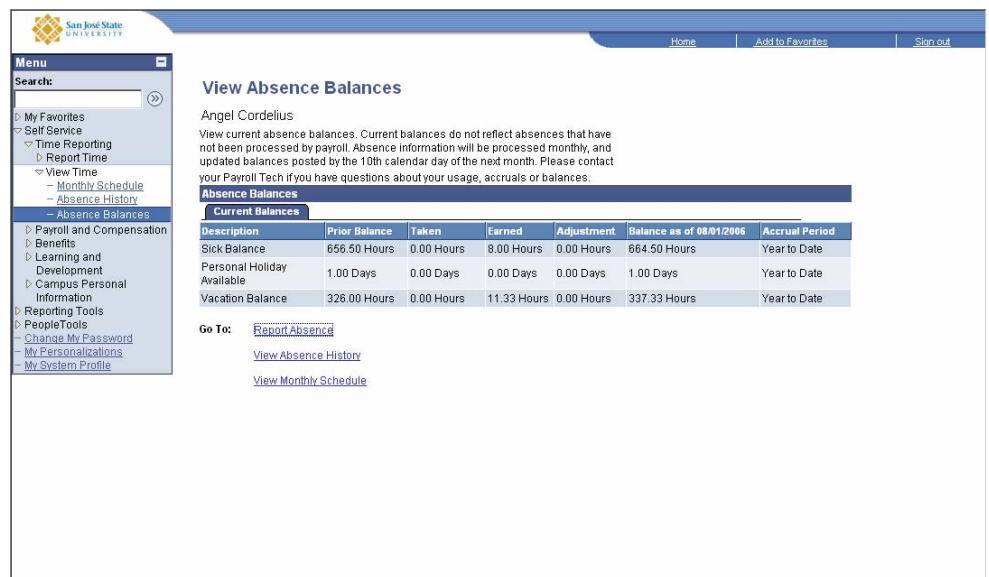
The View Time options (that are available to you) display.

1. Click the **Absence Balances** link.



The View Absence Balances page displays.

All absence types that have balances display.



### 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 and 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

This section demonstrates how 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.

### The View Time page displays.

1. Navigate to **Self Service > Time Reporting > View Time**.
2. Click the **Absence History** link.

*Note: You can also do this by clicking the hyperlink on the bottom of the Absence Balances page.*



### The Absence History page displays.

3. Update the **From** and **Through** dates and click the **Refresh** button to change the time period displayed.



### 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.