Overview
This step-by-step guide will show you how to view the absence balances for your employees in PeopleSoft (MyCSUEB). This balance page is static and does not change throughout the pay period. Employees also have the ability to view this information for themselves.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Log In and View Employee Absence Balances
The simplest way to view balances for your employees is through the MyCSUEB portal.

Navigate to My CSUEB (my.csueastbay.edu)

1. Enter your NetID and password
2. Click Sign in

Your home page displays.

Depending on the roles you play on campus, you may see multiple tabs:

- Student
- Applicant
- Faculty
- Manager
- Timekeeper
- Employee

3. Click the Manager tab if it is not displayed already
4. Click the View Absence Balances link in the Absence Information area
5. Click the name of the employee you wish to view balances for.

The View Absence Balances page displays.

The View Absence Balance page displays.

View Absence Balances

Terri Absence

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance as of 03/11/2010</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Service - Period Balance</td>
<td>77.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Personal Holiday Balance</td>
<td>0.30 Days</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Sick - Period End Balance</td>
<td>347.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vaca - Period End Balance</td>
<td>104.67 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>

Go To:

Direct Reports
You may also log in via the administrative PeopleSoft page and get to the same information.

Navigate to View Time > Manager Self Service > Time Management > View Time

6. Click the Absence Balances link

The View Absence Balances-Select Employee page displays.

7. Click the name of the employee you wish to view absences for

Drill to the employees of your direct reports by clicking the organizational chart icon in the righthand column.

A manager/supervisor can drill as far down as his or her organization goes.
The View Absence Balances page for the employees displays.

The balances displayed on this page are static as of the end of the last pay period. They will not change as absences are keyed during the pay period.

**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).