Overview
This step-by-step guide will show you how to view your absence balances in PeopleSoft (MyCSUEB). This balance page is static and does not change throughout the pay period. This replaces the balances that were previously displayed on your pay stub.
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 Absence Balances
The simplest way to view your balances 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 Employee tab if it is not already displayed
4. Click the View Absence Balances link in the Time and Absence Information area
The View Absences Balances page displays.

**View Absence Balances**

Charley 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 03/01/2010</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Service - Period Balance</td>
<td>140.00 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>0.00 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>595.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
<tr>
<td>VAC - Period End Balance</td>
<td>184.00 Hours</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>

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

**Navigate to View Time > Self Service > Time Reporting > View Time**

5. Click the Absence Balances link

The View Absences Balances page displays.
The balances displayed on this page are static as of the end of the last pay period. They will not change as you key absences during the pay period. You may see balances on this page that you are no longer eligible to take. For example, you may have a CTO balance, but you may now be an exempt employee who is ineligible for compensatory time off. Please contact your payroll tech for assistance.

**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).