As of FY 2013, University monthly-paid employees (non-faculty) can enter and track their vacation, sick, and other leave time in PeopleSoft Absence Management, using HR Self Service. Once a month, generally on the last day of the month, absence entries for that month will be processed, to accurately reflect absences.

Biweekly-paid staff members will continue to use the Time Collection System to enter their time, but they will be able to view their absences in HR Self Service. See the reverse side for information on how to view absence balances in PeopleSoft Absence Management.

Logging In to HR Self Service
To log into HR Self Service,

1. Open your browser and navigate to www.princeton.edu/selfservice.
2. Click Log in Here.
3. Enter your NetID and press Enter or click Continue.
4. Enter your Password.
5. If you are using a computer other than your usual workplace computer, you may also need to answer questions to confirm your identity.

Reporting an Absence
You can enter absences of any of the following types in HR Self Service:

- **Consulting Leave**: To be used for outside consulting activities, up to one day a month (for monthly-paid employees)
- **Death in Family**: To be used for the death of a close family member, up to three days
- **Jury Duty**: To be used when you must report for jury duty
- **Personal Leave**: To be used for time not covered by other absence types, up to 2 days/year
- **Sick Leave**: To be used for illness, medical appointments, or the care of a sick family member. Up to 8 days a year, which can be carried over into the next year, for a maximum of 16 days

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation Leave</strong>&lt;br&gt;Monthly</td>
<td>To be used for vacation. Accrued at the rate of two days per month, generally credited on the last day of the month. Vacation days accrued will never exceed 48 days.</td>
</tr>
</tbody>
</table>

To enter an absence in Absence Management:
1. In HR Self Service, navigate to Self Service > Time Reporting > Report Absence.
2. On the Report Absence page, select the Absence Type from the drop-down list. For **Personal Leave**, **Sick Leave**, and **Vacation Leave Monthly**, the Current Balance of available time for that absence type is displayed, in both hours and days, to the right of the Absence Type.

   **Tip!** The balance shown is calculated as of the last time the absence process was run, usually the last business day of the previous month.

3. In the Start Date field, select the date when the absence begins by using the Calendar button to select the month, year, and day, or by entering the date in m/d/yy format.
4. In the End Date field, enter the last day of the absence in m/d/yy format, or select the date using the Calendar button.

   **Important!** If the absence is for only one day, enter the same date as you entered in the Start Date field.

5. The Total Hours field, defaults to the number of hours equivalent to the number of days determined by the Start and End Dates. You can change the hours, if needed, by typing over the default value, with up to two decimal places. The calculated days will be displayed to the right of the total hours field.

   **Tip!** To enter an absence of more than 9999 hours, divide the absence into two consecutive entries.

6. If desired, you can enter a brief explanation of the absence in the Comments (Optional) field.

7. Click the Submit button to enter the absence. On the confirmation page, click OK to return to the Confirmation Details page.

   **Important!** If you change the dates, make sure you also change the Total Hours to reflect the new dates.

   a) Make any necessary changes.

b) Click the Submit button.

c) On the confirmation page, click OK.

5. To cancel an entry:
   a) Click the Cancel button.
   b) On the Cancel Confirmation page, you are prompted to confirm the cancellation.
   ▪ If you want to cancel the entry and remove it from the unprocessed time entries, click Yes.
   ▪ If you clicked Cancel in error, click No.

c) Click OK on the Cancel Confirmation page.

Note: You can edit or cancel a time entry at any time until it is processed at the end of the month, generally on the last business day.

Changing or Canceling an Entry
What if you entered an absence in Absence Management, but you need to change the type or the number of hours? You can change the entry, or even cancel it completely, but only until the absences are processed at the end of the month, generally on the last business day.

**Tip!** If you need an entry changed after it has been processed, see your department’s absence administrator.

To edit or cancel an unprocessed time entry:
1. If you are not already in HR Self Service, log in.

   **Tip!** If you are on any other page under Time Management, you will find a link at the bottom of the page to Edit/Cancel Unprocessed Time.

3. On the Edit/Cancel Unprocessed Time page, locate the entry you need to change or cancel, and click the Edit-Cancel button. The entry is opened on the Report Absence page.

4. To edit an entry:

   a) Make any necessary changes.
   b) Click the Submit button.
   c) On the confirmation page, click OK.

5. To cancel an entry:
   a) Click the Cancel button.
   b) On the Cancel Confirmation page, you are prompted to confirm the cancellation.
   ▪ If you want to cancel the entry and remove it from the unprocessed time entries, click Yes.
   ▪ If you clicked Cancel in error, click No.

c) Click OK on the Cancel Confirmation page.
Viewing Absence Balances

Both monthly- and biweekly-paid employees can view their absences in Absence Management. Biweekly staff will not see unprocessed entries.

To see a quick balance of available time:
Click View Absence Balances at the bottom of the Report Absence page, or navigate to Self Service > Time Reporting > Absence Balances. This page lists the available balances for all types of absences that accrue, as of the last absence processing date. Time reported since that date is not included on this page.

To see balances with unprocessed time:
Navigate to Self Service > Time Reporting > Balance Statement View, or, from the Report Absence page, click the Balance Statement View link.

Entering an Absence of Over 2 Weeks
The Absence Management system allows individuals to enter up to 99.99 hours (about two and a half weeks) in a single absence. If you need to enter more than 99.99 hours for an absence, you will have to create more than one entry. For example, to schedule three weeks of vacation, enter and submit two weeks. Then, enter and submit the third week.

Viewing Absence Balances
What’s on the Balance Statement View Page?
The header shows your name and your job/payroll classification.

Select the type of absence for which you want to see the available balance.

Unprocessed time you have entered is displayed in the first grid, with the begin and end dates, the description, and the duration of the absence.

The From and Through dates shown by default are the first and last date of absence processing. To limit the display to a shorter period, select the period dates using the Lookup button. Only valid processing dates can be selected.

Your duty time and hours. Hours per day is based on a 5-day week.

The total balance as of the end of each period is shown under Balance.

Time taken is shown under Debit.
Time accrued is shown under Credit.

All selected processing periods are listed, with a description of the totaled activity.

To determine your total available balance:
Subtract any time listed under Duration in Unprocessed Activity from the most recent Balance below.