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](http://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
- **Vacation Leave Monthly**
  - 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.

**To enter an absence in Absence Management:**

1. In HR Self Service, navigate to Self Service > Absence Management > 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 99.99 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.

**Changing or Deleting 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 delete 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 delete 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 Absence Management, you will find a link at the bottom of the page to Edit/Delete Unprocessed Time.
3. On the Edit/Delete Unprocessed Time page, locate the entry you need to change or cancel, and click the Edit-Delete button. The entry is opened on the Report Absence page.
4. To edit an entry:
   a) Make any necessary changes.
      - **Important!** If you change the dates, make sure you also change the Total Hours to reflect the new dates.
   b) Click the Submit button.
   c) On the confirmation page, click OK.
5. To delete an entry:
   a) Click the Delete button.
   b) On the Delete Confirmation page, you are prompted to confirm the deletion.
      - If you want to delete the entry and remove it from the unprocessed time entries, click Yes.
      - If you clicked Delete in error, click No.
   c) Click OK on the Delete 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 > Absence Management > 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.

Forecasting Your Vacation Balance
Monthly staff can forecast their available vacation balance as of a specific date:
1. In HR Self Service, navigate to **Absence Management > Absence Balances**.
2. On the View Absence Balances page, click on the **Forecast Balance** link at the bottom of the page.
3. In the **As of Date** field, use the Calendar button to select the future date for which you are requesting your balance (or type the date in m/d/yy format).
4. In the **Absence Type** field, select **Vacation Leave Monthly**. The current balance of Vacation hours, as of the last processing date, is displayed to the right of the field, and the Forecast Balance button appears.
5. Click the Forecast Balance button. Under Forecast Balance Details, the **MTH Vacation Balance** shows the forecast balance of available vacation hours and the equivalent days, as of the date you specified.
6. You can change the **As of Date** and run the forecast again as often as desired.
7. When you are finished, click the **Return to View Absence Balances** link, or close the window.

Entering an Absence of Over 2 Weeks
The Absence Management system allows you 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.

Entering Year End Absences
If you are entering an absence for vacation, sick, or personal time that crosses over the end of the fiscal year into the new fiscal year (for example, 6/29 through 7/3), you must create two entries to ensure that the absences are deducted from the correct fiscal year. For example, enter the hours taken from 6/29 through 6/30 as one entry, and then the hours taken from 7/1 through 7/3 as a separate entry.

What’s on the Balance Statement View Page?
- The header shows your name.
- Select the type of absence for which you want to see the available balance.
- Your duty time and hours. Hours per day is based on a 5-day week.
- The From and Through dates shown by default include the last three absence processing cycles. To change the display to a different period, select the period dates using the Lookup button and click Refresh. Only valid processing dates can be selected.
- All selected processing periods are listed, with a description of the totaled activity.
- Time taken is shown under Debit.
- Time accrued is shown under Credit.
- The total balance as of the end of each period is shown under Balance.
- The total balance as of the end of each period is shown under Balance.
- To determine your total available balance: Subtract any time listed under Duration in Unprocessed Activity...
...from the most recent Balance below.

Viewing Absence Balances

What’s on the Balance Statement View Page?