Introduction
My PTO Taken is a self service application that allows Holy Cross employees the ability to view the time off that they’ve taken during the selected fiscal year.

My PTO Taken
To view your paid time off usage, you need to have a network id and password. The following instructions can be used with any computer on campus.

1. Launch a web browser, either Mozilla FireFox or Internet Explorer. Human Resources Self Service currently doesn’t support Google Chrome.
2. If you aren’t presented with the Holy Cross home page, press CNTL and L at the same time and enter in the address bar: http://www.holycross.edu/

3. Click the purple Log In button located in the upper right portion of the Holy Cross home page

4. Click the link for Human Resources – Self Service located under the Links and Quick Links on the right side of the page
   - Human Resources Self-Service
5. Enter in your network id and network password and click Sign In

6. Underneath College of the Holy Cross click Main Menu

7. From this expanded menu click My Self Service

8. From this expanded menu click Payroll and Compensation
9. From this expanded menu click My PTO Taken

![My PTO Taken menu]

10. You will then be presented with a screen that allows you to view the current fiscal year’s Paid Time Off Taken. To change the view to a different fiscal year, enter that year and hit TAB to refresh. To view only specific accruals, e.g. vacation, select the drop down next to Accrual Type: and select the one you wish to view.

![View PTO Taken]

11. You will also be able to view the current accrual balances that are in PeopleSoft as of the most recent pay period.
12. Please Note: Kronos is the system of record and the time displayed in PeopleSoft may not match what is in Kronos due to timing issues. If you have any questions please contact Human Resources at ext. 3391.