

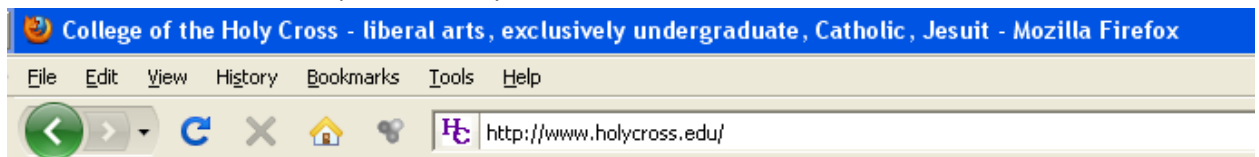
Introduction

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.

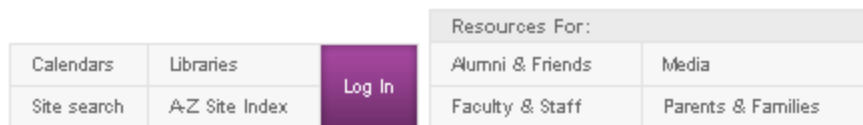
My PTO Taken

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



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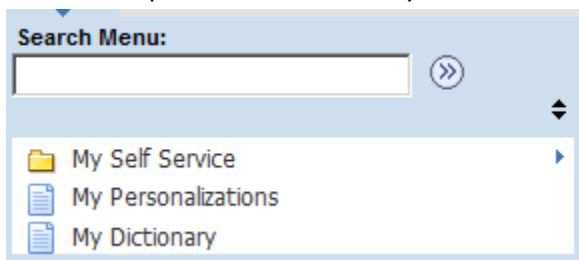
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User ID:

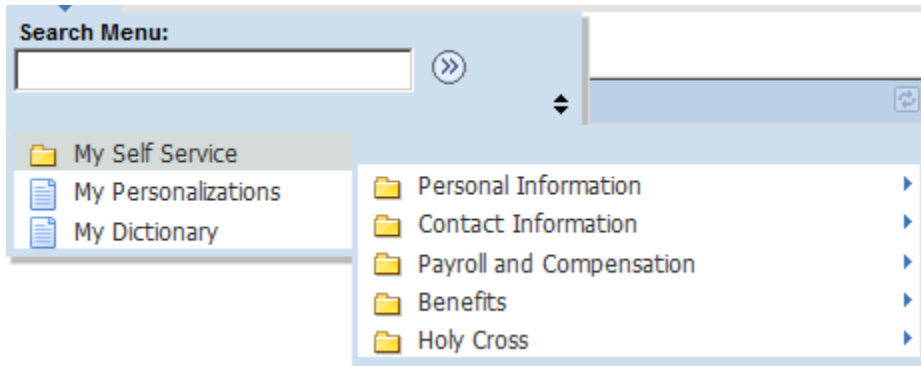
Password:

Sign In

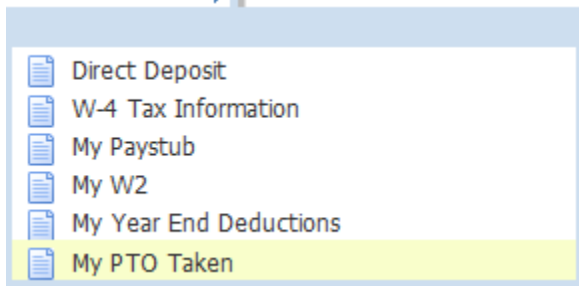
- 6. Underneath College of the Holy Cross click Main Menu
- 7. From this expanded menu click My Self Service



- 8. From this expanded menu click Payroll and Compensation



9. From this expanded menu click My PTO Taken



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

Print Page

Year: From: 07/01/2012 to: 06/30/2013

Accrual Type: ▼

PTO taken for 07/01/2012 to 06/30/2013			
Date	DateTime Added	Accrual Type	Total Duration
12/07/2012	12/06/12 9:34AM	Floating Holiday Admin	8.0
		Total Floating Holiday Admin	8.0
11/21/2012	11/02/12 9:45AM	Time Due	8.0
		Total Time Due	8.0
10/12/2012	06/04/12 8:36AM	Vacation Admin	8.0
10/11/2012	06/04/12 8:36AM	Vacation Admin	8.0
10/10/2012	06/04/12 8:36AM	Vacation Admin	8.0
10/09/2012	06/04/12 8:36AM	Vacation Admin	8.0
08/17/2012	08/14/12 7:26AM	Vacation Admin	8.0
08/16/2012	08/14/12 7:26AM	Vacation Admin	8.0
08/15/2012	08/14/12 7:25AM	Vacation Admin	8.0
		Total Vacation Admin	56.0
07/13/2012	06/04/12 8:34AM	Vacation Carryover ADMIN	8.0
07/12/2012	06/04/12 8:34AM	Vacation Carryover ADMIN	8.0
07/11/2012	06/04/12 8:34AM	Vacation Carryover ADMIN	8.0
07/10/2012	06/04/12 8:34AM	Vacation Carryover ADMIN	8.0
07/09/2012	06/04/12 8:34AM	Vacation Carryover ADMIN	8.0
		Total Vacation Carryover ADMIN	40.0

11. You will also be able to view the current accrual balances that are in PeopleSoft as of the most recent pay period.

Accrual Balances		
Accrual Type	Last Process Date	Hours Available
Vacation	01/15/2013	72.000000
Personal	01/15/2013	0.000000
Vacation Carryover	01/15/2013	0.000000
Floater	01/15/2013	16.000000

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.