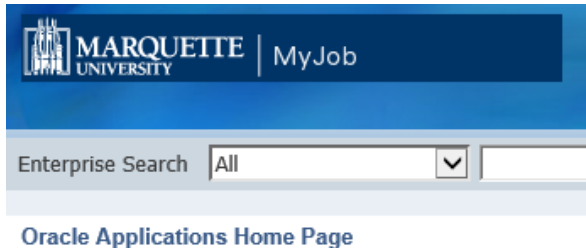


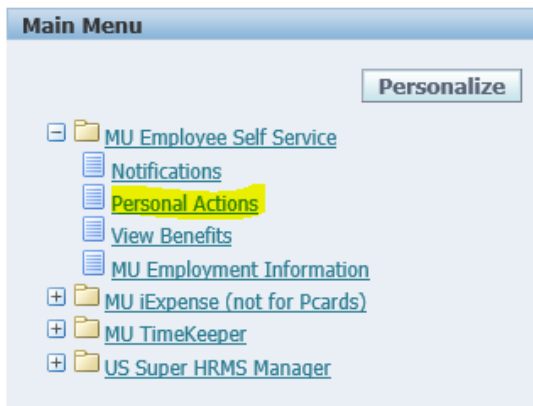
INSTRUCTIONS FOR VIEWING ACCRUALS IN MYJOB

LOG INTO MYJOB

Select MU Employee Self-Service>Personal Actions



Main Menu options will appear on your date of hire.



Select Absence Accruals>Start

*please note all other options available for review



Select Show Accrual Balances

MARQUETTE UNIVERSITY | MyJob MU Employee Self Service

Navigator Favorites Home Logout Help

Absence Accruals

Employee Name Employee Number [Back](#)

Organization Email Address

[Show Accrual Balances](#)

[Back](#)

This will drop down to show you all accrual balances

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Absence Accruals

Employee Name Employee Number [Back](#)

Organization Email Address

[Hide Accrual Balances](#)

TIP The accrual balances are as of: 09-May-2017.

Floating Holiday Plan 37	0	Staff STD Plan 37	401.42	Staff Sick Plan 37	141.22
Staff Vacation Plan 37	65.58				

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Home Logout Help

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