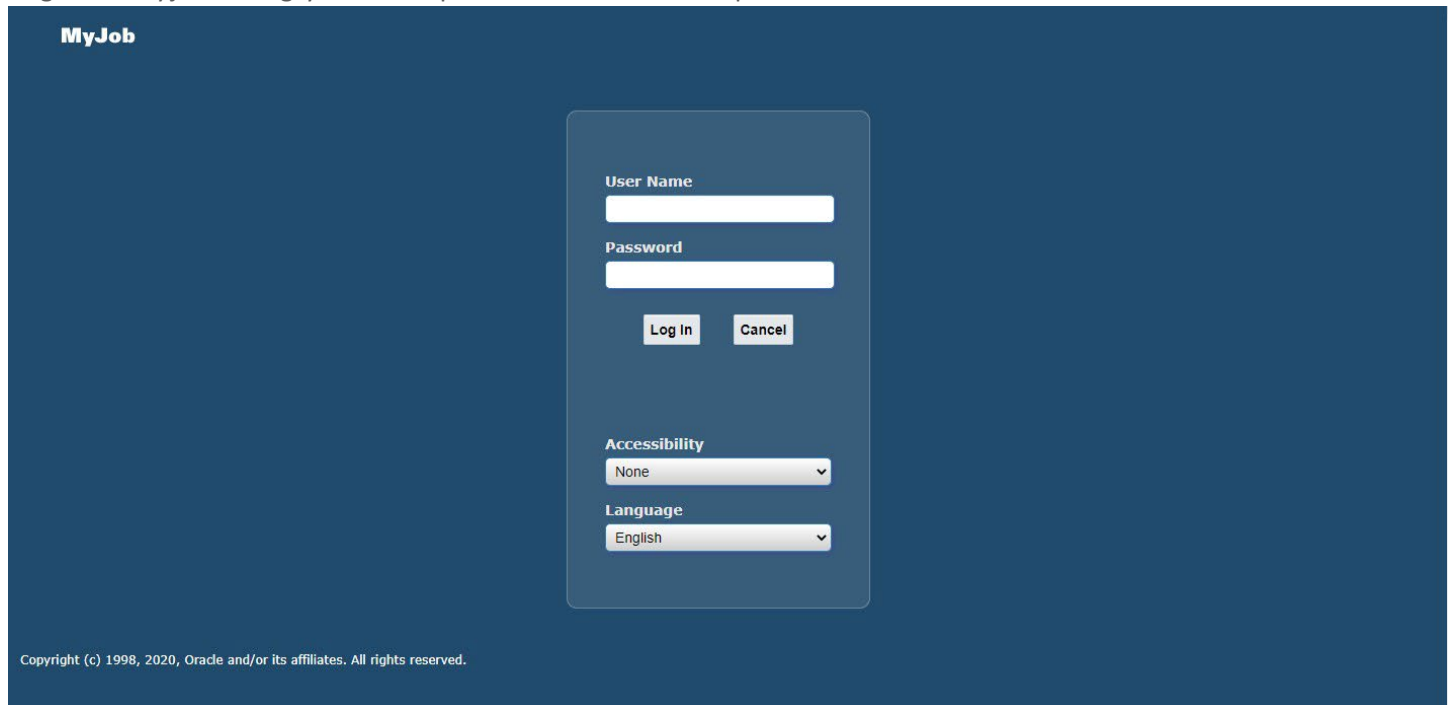
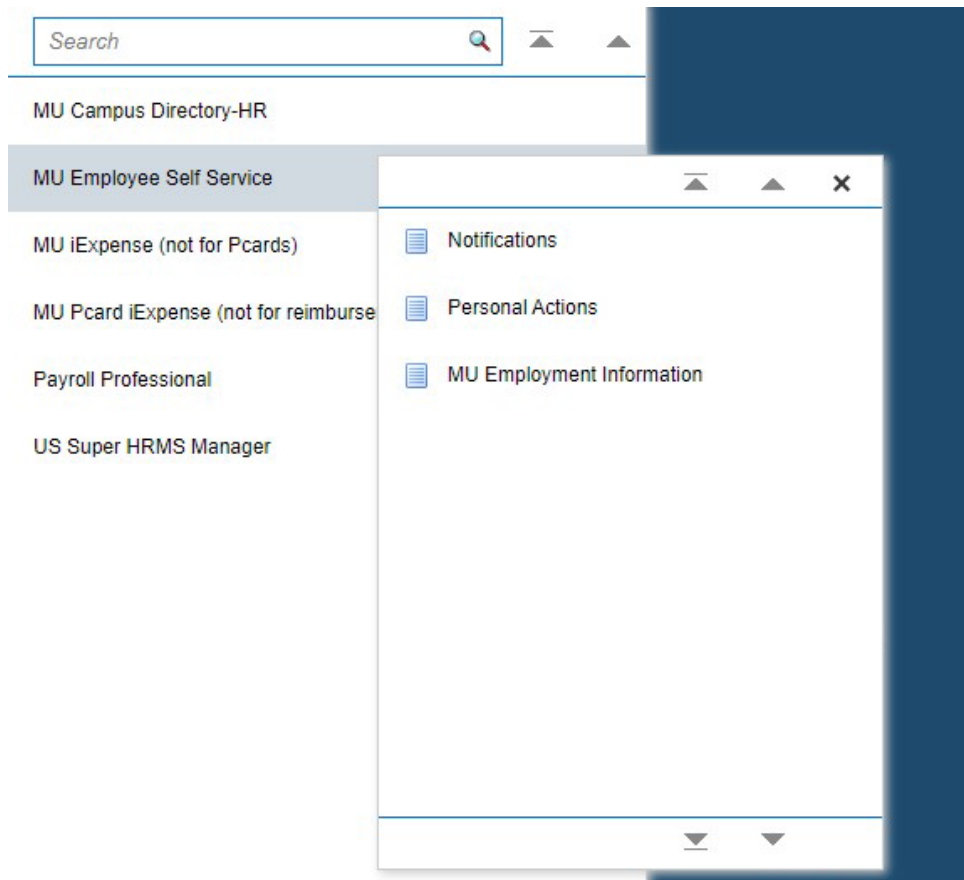


# How to View Your Time Off Accruals Online For Exempt Employees

Login to Myjob using your Marquette username and password



Click on the drop-down menu on the left corner of the Home screen and Select Personal Actions



Click on Absence Accruals then push Start

The screenshot shows the 'Personal Actions' page in the MyJob MU Employee Self Service system. The header includes the MyJob logo, 'MU Employee Self Service', and navigation icons. The page contains a search bar with fields for 'Employee Name', 'Employee Number', and 'Organization Email Address'. Below the search bar is the 'Available Actions' section, which includes a red notice: 'NEW: Employees who select "View/Print W2" from this page agree to NOT receive a paper W2 form in the mail beginning 2021 and all future years. Direct questions to the payroll department.' A 'Select Action:' dropdown is set to 'Start'. A table of actions is displayed, with 'Absence Accruals' selected and highlighted in blue. Other actions include Personal Information, Payslip, W4 Information, Manage Payroll Payments, View/Print W2, Education, Competency Profile, Release Information, and W2 Printing Options.

Select Show Accrual Balances

The screenshot shows the 'Absence Accruals' page in the MyJob MU Employee Self Service system. The header is identical to the previous screenshot. The page features a search bar and a 'Show Accrual Balances' button with a right-pointing arrow. A 'Back' button is located in the top right corner of the main content area.

This will drop down to show you all accrual balances specific to you

The screenshot shows the 'Absence Accruals' page with the 'Show Accrual Balances' dropdown menu open. The dropdown displays the following information: 'Admin STD Plan 975', 'Admin Vacation Plan 150', and 'Floating Holiday Plan 37 7.5'. A 'Hide Accrual Balances' link is visible at the top left of the dropdown. A tip at the bottom of the dropdown states: 'TIP The accrual balances are as of 20-Oct-2022.' The 'Back' button is also visible in the top right corner.