

Accessing teacher absence history on PeopleSoft:

In PeopleSoft:

- Go to Employee Home
- Click 'view time'
- Click 'Leave Time Taken Data'
- Change the start date to the year you want to go back to.
- Click 'illness' on Leave Type
- Click the green arrow circle icon next to the end date.

The list of all absences going back to the '05-'06 year will appear.