





How Do I View My Leave Balances (*From The Time & Payroll Menu*)?

1. Click on **Attendance & Leave** under **Quick Links**. The **Time and Payroll** menu will be displayed.
2. Select **Leave Balance Overview** from the **Time and Payroll** drop down menu.
3. Click on the **Go** button. The **Leave Balance Overview** screen will be displayed.
4. Click on the  button for the pay period to be viewed. The leave details for that pay period will be displayed in the **Pay Period Overview** section.
NOTE: The current pay period is automatically selected upon entering.
5. Repeat Step 4 to view leave balances for another pay period.
6. Click on the **Menu** button to return to the **Time and Payroll** menu.




How Do I View My Employees' Leave Balances?

1. Click on **My Direct Reports** under **Quick Links**. The Management Tab will be displayed.
2. Click on the  button to the left of the employee record to be viewed.
3. Select **Leave Balance Overview** from the **Time and Payroll** drop down menu.
4. Click on the **Go** button. The Leave Balance Overview screen will be displayed.
5. Click on the  button for the pay period to be viewed. The leave details for that pay period will be displayed in the **Pay Period Overview** section.
NOTE: The current pay period is automatically selected upon entering.
6. Repeat Step 5 to view leave balances for another pay period.
7. Click on the **Menu** button to return to the **Time and Payroll** menu.

How Do I View My Leave Balances (*From The Time Entry Screen*)?

1. Click on **Leave Balance Overview** on the **Time Entry** screen. The **Leave Balance Overview** screen will be displayed.
2. Click on the  button for the pay period to be viewed. The leave details for that pay period will be displayed in the **Pay Period Overview** section.
NOTE: The pay period selected on the Time Entry screen is automatically selected upon entering.
3. Repeat Step 2 to view leave balances for another pay period.
4. Click on the **Menu** button to return to the **Time and Payroll** menu.

Did You Know?

-  The Pay Period selection in the Overview section of the screen are listed in descending order. This means the current Pay Period is displayed at the top with the prior periods being listed below.
-  Only those leaves types that have hours available for the pay period selected will display on the screen.
-  Leave Without Pay (LWOP) and Administrative Leaves (except for Military Training) will not be displayed on this screen.

Leave Balance Overview Screen

Employees, Managers & HR Professionals



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New Screen Details

- Employees now will be able to view their leave balances along with the history for the leave types.
NOTE: Leave Without Pay (LWOP) and Administrative Leaves are not shown on this screen.
- Only those leave types where the employee has an available balance will display.
- A Leave Balance Overview link has been added to the Time Entry screen. This link will take the employee to the Leave Balance Overview screen. Balance information will no longer display on the Time Entry screen.
- A Leave Balance Overview option has also been added to the Leave and Attendance menu (for employees) or Time and Payroll menu (for managers).
- Current Balances section:**
 - This section provides a summary of the employee's current balances and is updated every 15 minutes.
 - Total Hours Available reflects the employee's current available hours. This does not take into account whether hours are pending approval.
 - Pending Timesheet Hours reflects all leave hours that have been saved/submitted, but not approved. This would include pending hours from prior pay periods.
 - Net Hours Available reflects the actual number of leave hours the employee can use.
- Pay Period Overview section:**
 - This section provides leave balance information specific to the pay period selected. This section also updates every 15 minutes, except for Leave Balance Adjustments which are updated nightly through the Time Eval process.
 - Only the Beginning and Ending Balance lines will display in this section until leave has been used, accrued and/or adjusted for that pay period.
 - Pending Approval will only indicate those leave hours in the selected pay period which have been saved/submitted, but not approved.
- Negative current or ending balances will display when present.
- Balances will be adjusted accordingly when changes are made to previous pay periods. For example if a January timesheet with sick time was approved in April, all the balances for January, February, March and April will be adjusted to reflect the use of sick time.

This is a new screen

Leave Balance Overview-->Overview

Payroll Period

☒ 09/23/2005-10/06/2005
☐ 09/09/2005-09/22/2005
☐ 08/26/2005-09/08/2005

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Menu [New]

Leave Balance Overview-->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	SPECIAL COMP LEAVE	PERSONAL HOLIDAY
Total Hours Available	12/08/2005	26.500	224.000	0.000	4.000	0.000
Pending Timesheet Hours	12/08/2005	24.000				
Net Hours Available	12/08/2005	2.500	224.000	0.000	4.000	0.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	REGULAR COMP LEAVE	SPECIAL COMP LEAVE	PERSONAL HOLIDAY
Beginning Balance	09/23/2005	4.50	220.00	20.00	4.00	1.00
Accrual	10/06/2005	4.00	4.00	0.00	0.00	0.00
Adjustments	09/25/2005				0.00	0.00
Used	N/A				0.00	(1.00)
Ending Balance	10/06/2005				4.00	0.00
Pending Approval	N/A				0.00	0.00

[Edit] [Save] [Cancel] [Go To Time Entry]

Click on the radio button to the left of the the pay period desired.

Pay period specifics for all leave types with a balance are located in the lower half of the screen.

Click on the Go To Time Entry button to access the Time Entry screen.

Current Leave Balance information is located here.