

Leave Balance Overview Screen

Employees, Managers & HR Professionals



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 **Go** 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 **Go** 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 **Go** 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 **Go** 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 will not be displayed on this screen.