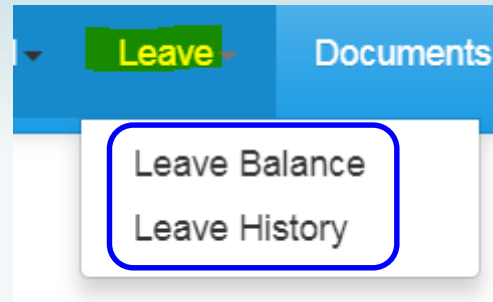


Employee Self Service – Leave

Leave Menu allows the employee to see their leave history and leave balances.



Employee Self Service – Leave Balance

Employee can view and print their current leave balances. The leave earned and used are reflective of the last completed payroll.

Leave Balance Summary - 2016

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User Instructions

Leave balances are reflective of the last payroll processed and updated. Please review your leave balances after you receive your check or statement.

Description	Hrs/Days	Accum. Rate	Prior Yr. Bal.	Current Earned	YTD Used	Balance
1 - SICK - CENTRAL OFFICE	D	12	264	11	17	258
2 - PERSONAL - CENTRAL OFFICE	D	5	0	5	0	5
3 - VACATION - CENTRAL OFFICE	D	10	18.5	10	5.5	23
SB - SICK BANK - CENTRAL OFFICE	D	999	5	0	0	5

Employee Self Service – Leave History

Employee can view and print their detail leave history for a specific date range.

Leave History

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Start Date End Date

Payroll Date	Hrs/Days	Description	Used
01/12/2015	D	PROFESSIONAL	1.00
01/16/2015	D	SICK	1.00
03/05/2015	D	SICK	1.00
03/20/2015	D	SICK	1.00
03/26/2015	D	SICK	1.00
04/20/2015	D	SICK	0.50
04/23/2015	D	SICK	1.00
05/07/2015	D	PERSONAL	1.00
05/08/2015	D	PERSONAL	1.00
05/15/2015	D	VACATION	1.00
05/21/2015	D	SICK	0.50
05/22/2015	D	SICK	1.00
06/05/2015	D	VACATION	1.00

1 - 13 of 13 items