

HUMAN RESOURCES

SUPERVISOR QUICK REFERENCE GUIDE

EMPLOYEE LEAVE LOOK UP



Log into ERP/SIS

- Go to the entrypoint **MY ORGANIZATION**
- Click the down arrow to display the menu
- Select **Employee Roster** from the menu
- Locate the **Leave Balance** column and click blue S icon

	As of		
	Check date : 02-01-2023	Unprocessed hrs:	As of 01-30-2023
	Leave processed through : 01-15-2023		
Compensatory Leave	0.0000 (hrs.)	0.0000	0.0000 (hrs.)
Local Leave	68.3750 (hrs.)	48.0000	20.3750 (hrs.)
Old State Leave	0.0000 (hrs.)	0.0000	0.0000 (hrs.)
State Leave	36.3750 (hrs.)	24.0000	12.3750 (hrs.)

[Cancel](#)

When reviewing the employee's leave balance be aware that there 3 columns.

- 1st column is their leave balance as of the last check date
- 2nd column is any unprocessed leave
- 3rd column is their leave balance as of the date you checked it