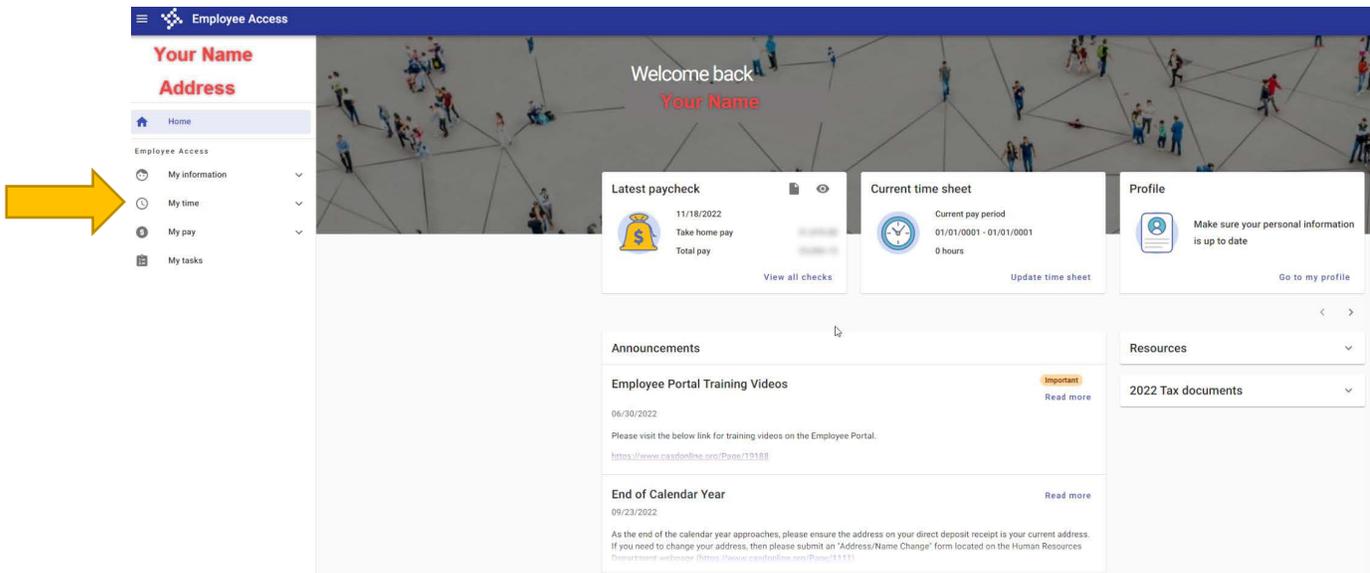
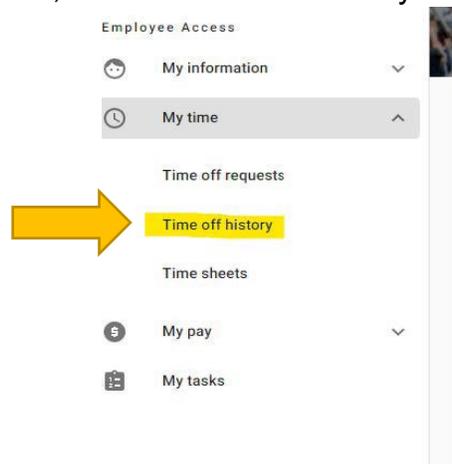


Employee Portal – Leave History and Balance Information

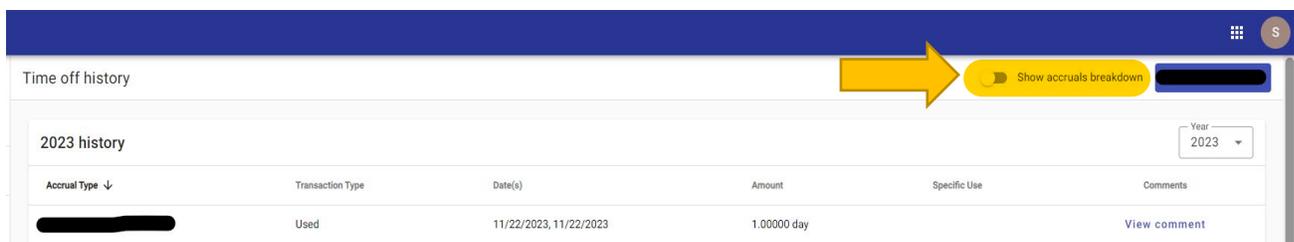
1. On your home screen in the employee portal, click on “My time” to open up the drop down:



2. In the drop down, click on “Time off history” to view the history of leave used.



3. View current balances from the “Time off History” screen. There will be a toggle button labeled “Show accruals breakdown” in the upper right corner. Click the button and the screen showing the balances will open up.



Use Employee portal to view most accurate **leave history and balances.

Frontline/Aesop is only used to **enter an absence/leave (balances are not accurate)