## **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.

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Time off history				Show ac	cruals breakdown
2023 history					2023 v
Accrual Type 🥠	Transaction Type	Date(s)	Amount	Specific Use	Comments
	Used	11/22/2023, 11/22/2023	1.00000 day		View comment

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

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