

Employee Self-Service: *Leave Balances*

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Introduction

In ESS, time off accruals are referred to as leave balances. You will be able to view your sick, vacation & holiday balances as well as balance details.

This guide will give you step by step instruction on how to view your time off balances and detail under Leave Balances.

Navigation

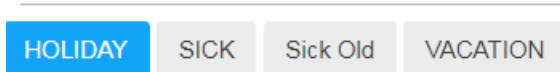
1. To access your time off information, click the **Leave Balances** icon.



LEAVE BALANCES

2. A menu for each applicable time off category will be displayed.

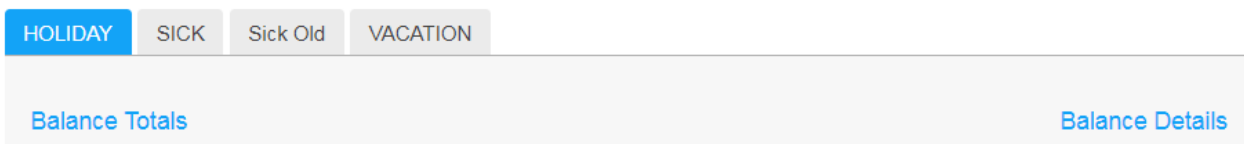
Leave Balances



Viewing your balance

1. Each category tab (Holiday, Sick, Vacation) will display Balance Totals and Balance Details.

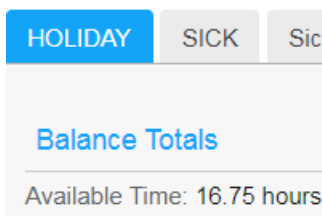
Leave Balances



The screenshot shows a header with four tabs: HOLIDAY (highlighted in blue), SICK, Sick Old, and VACATION. Below the tabs is a light gray bar containing two blue links: "Balance Totals" on the left and "Balance Details" on the right.

2. Balance Totals will show how much time in that particular category you have available for use.

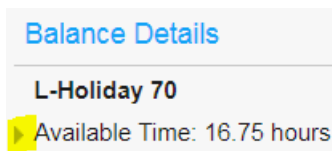
Leave Balances



The screenshot shows the HOLIDAY tab selected. Below the tabs, there is a light gray bar with the text "Balance Totals" and "Available Time: 16.75 hours".

Viewing your balance detail

1. To view the detail of your available balance, click the gray arrow under *Balance Detail*.



The screenshot shows the "Balance Details" header. Below it, the category "L-Holiday 70" is displayed. A yellow arrow points to the text "Available Time: 16.75 hours".

2. This will display how many hours you have accrued as well as how many hours you have taken.
3. The amount of accrual will show per pay period beginning date.

Date	Description	Amount
04/08/2018	Accrual	1.88
03/31/2018	Use	-7.00
03/25/2018	Accrual	1.88