

Employee Balance Inquiry

This guide outlines the process to review your leave credits.

Main Menu > Self Service > Time Reporting > Employee Balance Inquiry

Employee Balance Inquiry

1. Absence Balances tab: view sick leave, vacation, and personal holiday balances

Last Finalized Balances											
Personalize Find View All First 1 of 1 Last											
Absence Balances											
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Active		0	33205	R09	2014-04	05/01/2014	40.000	74.060	1	

Graduated Vacation Chart

Employee Balance Inquiry

2. Compensatory Time tab: view any CTO balance

Last Finalized Balances													
Personalize Find View All First 1 of 1 Last													
Compensatory Time													
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	CTO Balance	Hol Cr Balance	Hol CTO Balance	Excess Balance	Non Expiry ADO Balance	Details
1	Active		0	33205	R09	2014-04	05/01/2014	0.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

Employee Balance Inquiry

3. State Service for Absence tab: view length of time working for the state
4. Click on the Details Icon on any tab to view absence reports

Last Finalized Balances													
Personalize Find View All First 1 of 1 Last													
State Service for Absence													
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	State Service Months	State Service Hours Carryover	Sick Carryover Hours	Vacation Hours Carryover	State Service FTE Carryover	Details
1	Active		0	33205	R09	2014-04	05/01/2014	212.000	0.000	0.000	0.000	0.000	

Graduated Vacation Chart

