

Employee Balance Inquiry

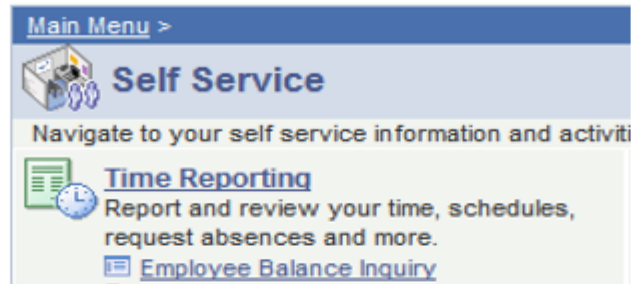
This guide outlines the process to view your balances online

Step 1:

Log into PeopleSoft using your MYCSUSTAN login and password.

In the Menu bar, click on Self Service.

Select Time Reporting

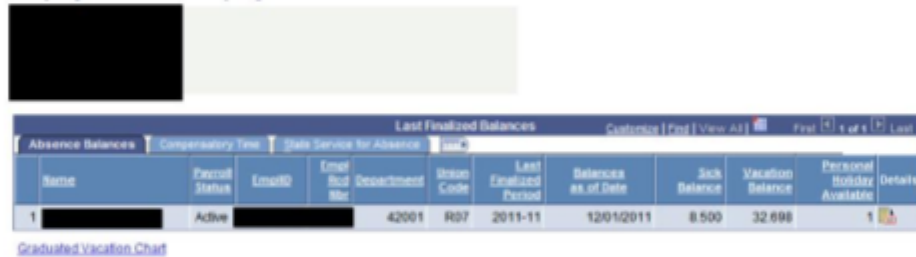


Step 2:

Select Employee Balance Inquiry

The following view will appear:

Employee Balance Inquiry



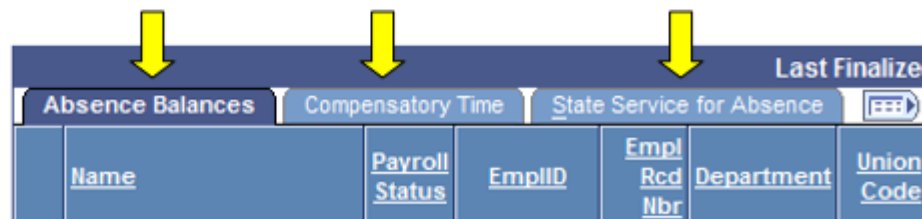
The screenshot shows a table titled 'Employee Balance Inquiry' with a 'Last Finalized Balances' header. The table has columns for Name, Enroll Status, EmplID, Empl Rcd Nbr, Department, State Code, Last Finalized Period, Balance as of Date, Sick Balance, Vacation Balance, Personal Holiday Available, and Details. A single record is shown for an employee with Enroll Status 'Active' and a balance as of date of 12/01/2011.

Name	Enroll Status	EmplID	Empl Rcd Nbr	Department	State Code	Last Finalized Period	Balance as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
[Redacted]	Active	[Redacted]	[Redacted]	42001	R07	2011-11	12/01/2011	8,500	32,698	1	[Icon]

[Graduated Vacation Chart](#)

Step 3:


Select any of the following tabs to view the appropriate balances:



The screenshot shows the 'Last Finalize' header and three tabs: 'Absence Balances', 'Compensatory Time', and 'State Service for Absence'. Yellow arrows point to each of these tabs. Below the tabs is a table with columns for Name, Payroll Status, EmplID, Empl Rcd Nbr, Department, and Union Code.

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code
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Step 4:

Select the  icon to get detail regarding the leave/accrual balance.

The following view will appear:

Absence Balance Details

EmpID: [REDACTED] Empl Rdt#: 0 Last Period Finalized: 2011-11
 Department: [REDACTED] Union Code: R07 Payroll Status: Active

▼ All Absence Balances

[Customize](#) | [View All](#) | [First](#) | [1 4 of 6](#) | [Last](#)

Sick	Vacation	Personal Holiday	CTO	Holiday Credit	Holiday CTO	Excess	ADD	Non Exp ADD	State Service
Period ID	Balances as of Date		Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance	
1 2011-12	CURRENT - Not Finalized		8,500	0,000	0,000	0,000	0,000	8,500	
2 2011-11	12/01/2011		30,000	8,000	29,500	0,000	0,000	8,500	
3 2011-10	11/01/2011		25,000	8,000	3,000	0,000	0,000	30,000	
4 2011-09	10/01/2011		25,000	8,000	8,000	0,000	0,000	25,000	
5 2011-08	09/01/2011		18,300	8,000	1,300	18,300	0,000	25,000	
6 CONVERSION	CONVERSION (08/03/2011)		0,000	0,000	0,000	18,300	0,000	18,300	

Step 5:

Select any of the following tabs to view the appropriate detail:

▼ All Absence Balances

[Customize](#) | [View All](#) | [First](#) | [1 4 of 6](#) | [Last](#)

Sick	Vacation	Personal Holiday	CTO	Holiday Credit	Holiday CTO	Excess	ADD	Non Exp ADD	State Service
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