

Manager's Employee Balances

This guide outlines the process for Managers to access the status of their employee's leave balances.

If this appears:  Security data has not been created. Refresh is Required. **Click refresh and ok**

Step 1:

Go to: Manager Self Service.>Time Management >Manager Balance Inquiry

Note: Refresh List Monthly

Manager Balance Inquiry

Search Criteria

Department: Name:

EmpID: EmpI Rcd#:

Pay Group:


Union Code:

Payroll Status: Active HR Status: Active

Last Refresh was: 01/05/12




[Graduated Vacation Chart](#)

Step 2:


1. Select a search Criteria
2. Then click on search
3. This screen will appear with your employees listed.
4. Hold your keyboard Ctrl button down and click on this icon  to download any list to Excel

Last Finalized Balances for Employees Administered by [redacted]

Absence Balances | Compensatory Time | State Service for Absence

Name	Payroll Status	EmpID	EmpI Rcd Ibr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Det
[redacted]	Active	[redacted]	[redacted]	42001	R07	2011-10	11/01/2011	47.400	9.004	1	
[redacted]	Active	[redacted]	[redacted]	42001	R07	2011-10	11/01/2011	4.800	80.579	0	
[redacted]	Active	[redacted]	[redacted]	42001	R07	2011-10	11/01/2011	75.800	108.040	1	

Step 3:

1. Click on a tab to view balances
2. Click on this icon  to see individual employee month to month details

Absence Balances | Compensatory Time | State Service for Absence

Sick | Vacation | Personal Holiday

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken
1 2011-11	CURRENT - Not Finalized	47.400	0.000	0.000
2 2011-10	11/01/2011	48.900	8.000	9.500
3 2011-09	10/01/2011	40.900	8.000	0.000