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

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

Step 3:
1. Click on a tab to view balances
2. Click on this icon to see individual employee month to month details

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