Timekeeper’s Employee Balances

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

If this appears: Click refresh and ok

**Step 1:**
Go to: Manager Self Service > Time Management > Timekeeper 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