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

![Self Service](image)

**Step 2:**
Select Employee Balance Inquiry

The following view will appear:

![Employee Balance Inquiry](image)

**Step 3:**
Select any of the following tabs to view the appropriate balances:

![Last Finalized Balances](image)
Step 4:
Select the icon to get detail regarding the leave/accrual balance.

The following view will appear:

![Absence Balance Details](image)

Step 5:
Select any of the following tabs to view the appropriate detail: