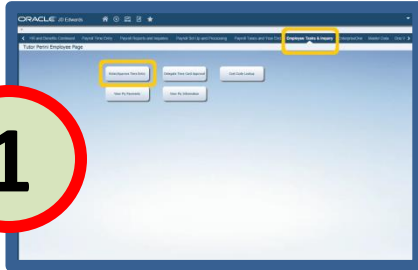


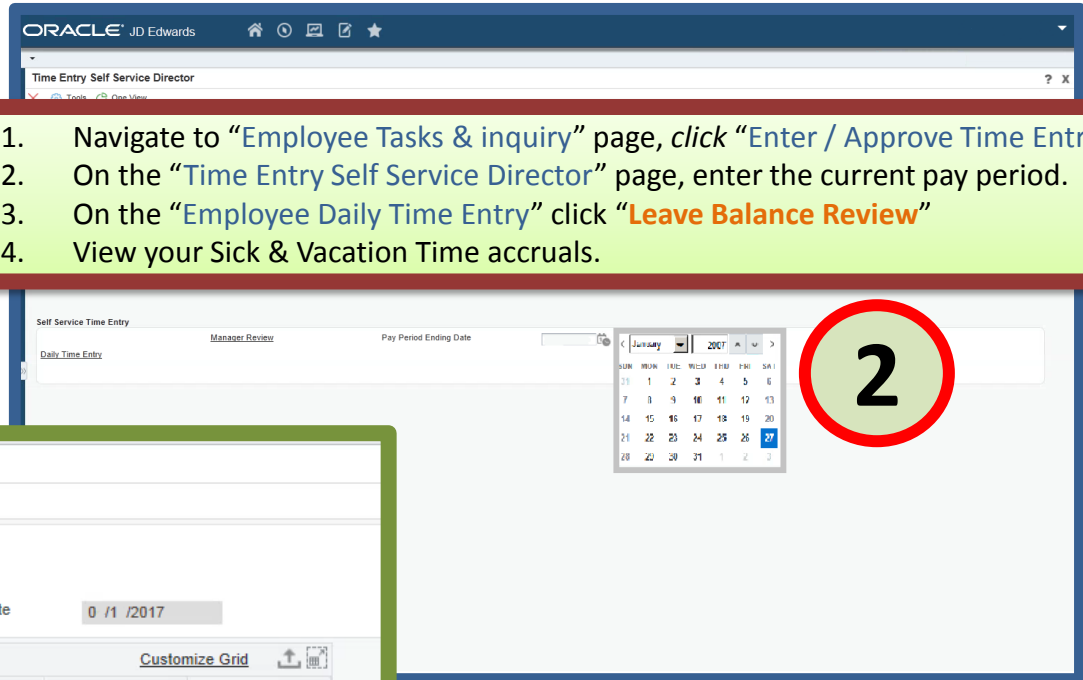
# Viewing Accrued Vacation & Sick time

1



1. Navigate to "Employee Tasks & inquiry" page, click "Enter / Approve Time Entry"
2. On the "Time Entry Self Service Director" page, enter the current pay period.
3. On the "Employee Daily Time Entry" click "Leave Balance Review"
4. View your Sick & Vacation Time accruals.

2



4

**Paid Time Off**

Employee Number: [Redacted] Last Check Date: 0 / 1 / 2017

Description	Beginning Balance	Additions	Taken	Available
<input checked="" type="radio"/> Sick Accruals	30.00	18.00		48.00
<input type="radio"/> Vacation Accruals	73.06	23.10	16.00	80.16
<input type="radio"/> Holiday Accruals				
<input type="radio"/> Fam/Med Leave Accruals				
<input type="radio"/> Other Accruals				

All values are in hours

3

**Employee Daily Time Entry**

Home Business Unit: 1001

Period Dates: Pay Period Start: 0 / 16 / 2017, Pay Period End: 0 / 22 / 2017

Pay Type (Totals Only): Regular, Sick, Vacation, Holiday

Period Hours: Expected, Total

**Leave Balance Review**

Totals	Sun /16	Mon /17	Tue /18	Wed /19	Thu /20	Fri /21	Sat /22
Regular Hours							
All Other Hours							
Total Hours							

Buttons: Close, Save, Delete, Submit