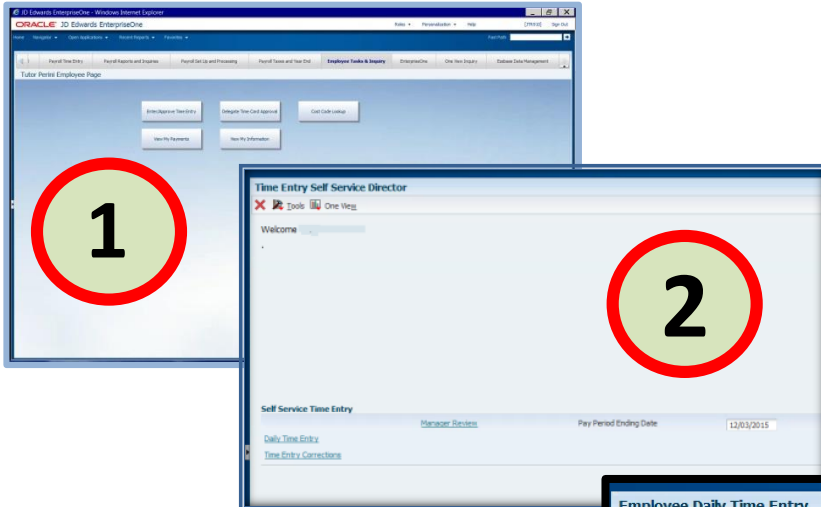
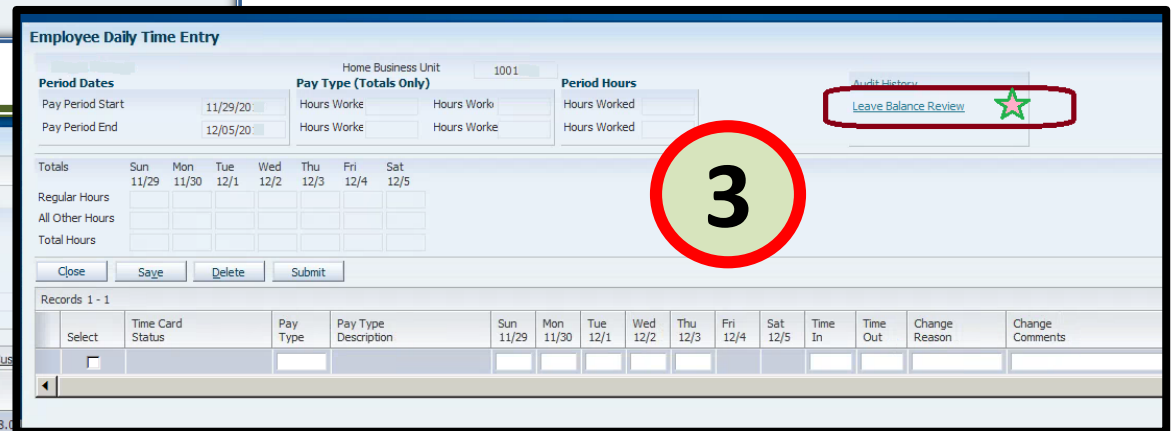
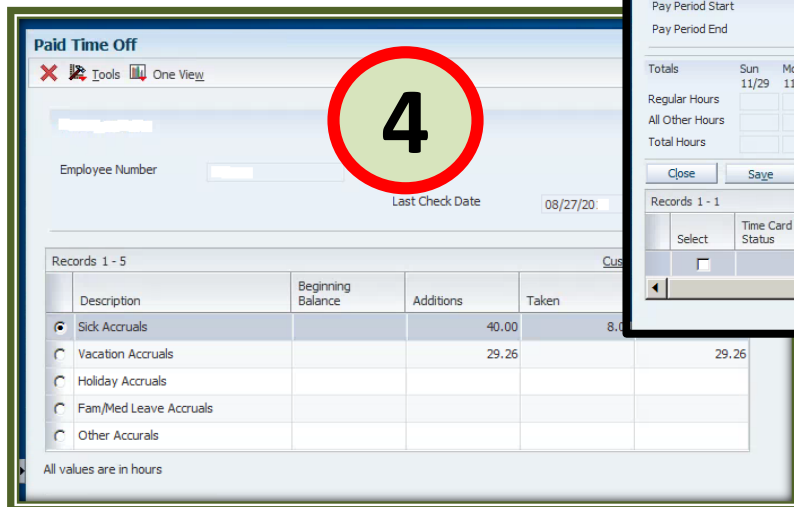


# How to view your Vacation & Sick time Balances



1. Navigate to Employee Tasks & inquiry , Tutor Perini Employee page, *click* “Enter/Approve Time Entry”
2. Enter the previous week’s pay period ending date, then *click* “Daily Time Entry”
3. In the upper portion of the screen, *click* “Leave Balance Review”
4. Under the Paid Time Off window, you can view your total time, your time taken , and what time you have available for both Vacation and Sick Time.



If you discover any discrepancies, Contact your Human Resources representative.