Employee Self-Service: *Leave Balances*

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Introduction

In ESS, time off accruals are referred to as leave balances. You will be able to view your sick, vacation & holiday balances as well as balance details.

This guide will give you step by step instruction on how to view your time off balances and detail under Leave Balances.
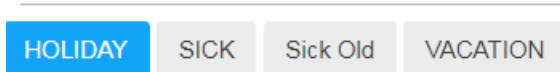
Navigation

1. To access your time off information, click the **Leave Balances** icon.

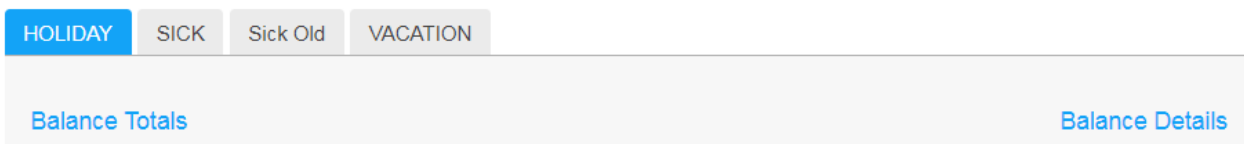2. A menu for each applicable time off category will be displayed.

Viewing your balance

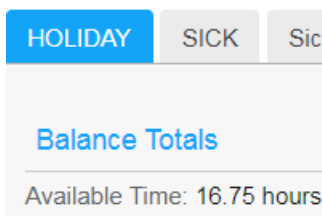1. Each category tab (Holiday, Sick, Vacation) will display Balance Totals and Balance Details.

Leave Balances

| HOLIDAY | SICK | Sick Old | VACATION |

Balance Totals   Balance Details

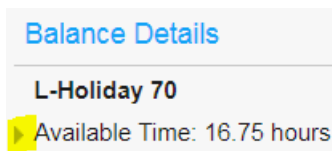2. Balance Totals will show how much time in that particular category you have available for use.

Leave Balances

| HOLIDAY | SICK | Sic |

Balance Totals

Available Time: 16.75 hours

Viewing your balance detail

1. To view the detail of your available balance, click the gray arrow under *Balance Detail*.

Balance Details

L-Holiday 70

▶ Available Time: 16.75 hours

2. This will display how many hours you have accrued as well as how many hours you have taken.

3. The amount of accrual will show per pay period beginning date.

Date	Description	Amount
04/08/2018	Accrual	1.88
03/31/2018	Use	-7.00
03/25/2018	Accrual	1.88