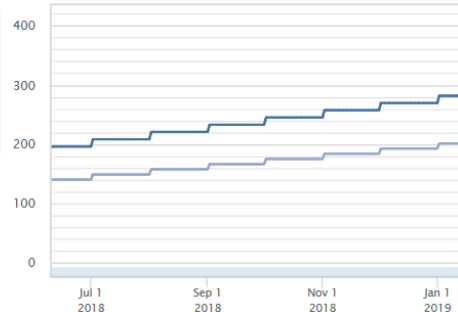


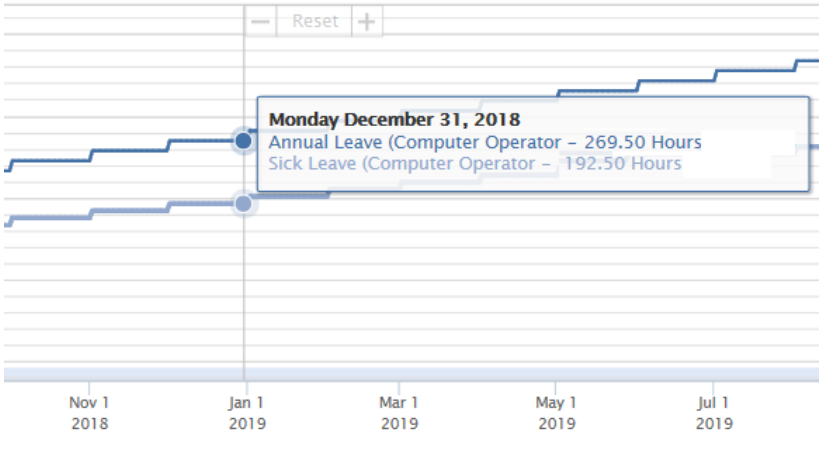

Leave Balances can be viewed through the **Dashboard**, **My Time Off**, or **My Timesheet**.

### Viewing Leave Balances from the Dashboard



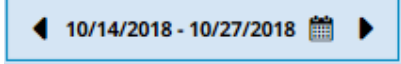
<p>The balances in the <b>Leave Balances</b> box are as of the current date. Future dated leave that has been requested and approved is not included in these balances.</p>	<div style="background-color: #0070C0; color: white; padding: 5px;"><b>Leave Balance</b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Annual Leave</td><td>251.75 Hours</td></tr> <tr><td>Annual Leave Carryover</td><td>0.00 Hours</td></tr> <tr><td>Comp Time</td><td>0.00 Hours</td></tr> <tr><td>Floating Holiday</td><td>15.00 Hours</td></tr> <tr><td>Holiday Work Bank</td><td>0.00 Hours</td></tr> <tr><td>Military Taken</td><td>0.00 Hours</td></tr> <tr><td>Personal Taken</td><td>0.00 Hours</td></tr> <tr><td>Sick Leave</td><td>180.50 Hours</td></tr> </table>	Annual Leave	251.75 Hours	Annual Leave Carryover	0.00 Hours	Comp Time	0.00 Hours	Floating Holiday	15.00 Hours	Holiday Work Bank	0.00 Hours	Military Taken	0.00 Hours	Personal Taken	0.00 Hours	Sick Leave	180.50 Hours
Annual Leave	251.75 Hours																
Annual Leave Carryover	0.00 Hours																
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Floating Holiday	15.00 Hours																
Holiday Work Bank	0.00 Hours																
Military Taken	0.00 Hours																
Personal Taken	0.00 Hours																
Sick Leave	180.50 Hours																

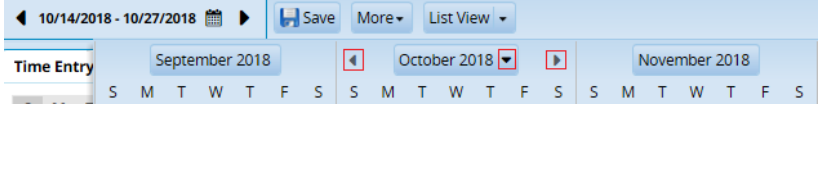
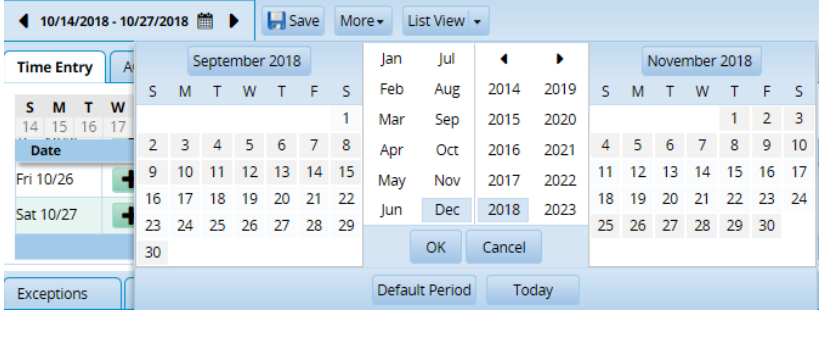
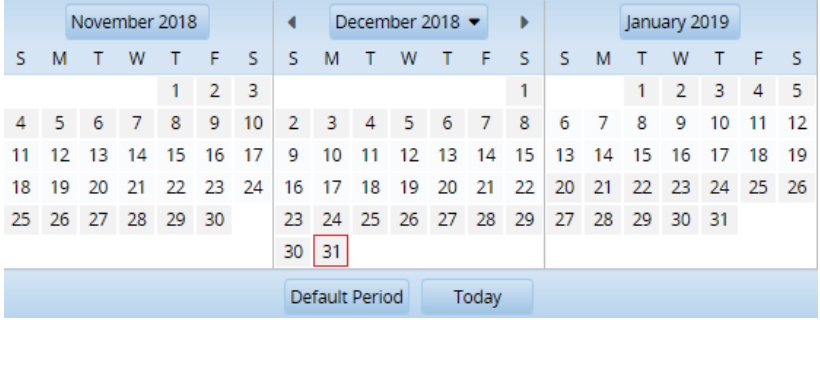
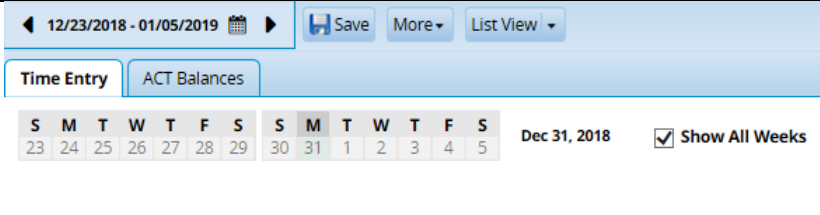
### Viewing Leave Balances through My Time Off

<p>1. Click the <b>My Time Off</b> link.</p>	<div style="background-color: #0070C0; color: white; padding: 5px;"><b>Schedules</b></div> <p>My Calendar</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">My Time Off</div> <p>My Swap Requests</p>
<p>2. Click the Create New Request button.</p> <p>To exit this page without creating a new time off request clicking the Home button.</p>	<div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"><b>Create New Request</b></div> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;"><b>Home</b></div>
<p>3. A graph will display and can be used to project future leave balances to included future dated leave requests</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>— Annual Leave (Computer Operator)</li> <li>— Annual Leave Carryover (Computer Operator)</li> <li>— Comp Time (Computer Operator)</li> <li>— Floating Holiday (Computer Operator)</li> <li>— Military Taken (Computer Operator -</li> <li>— Sick Leave (Computer Operator)</li> <li>— Callout Offered Bank (Computer Operator)</li> <li>— Holiday Work Bank (Computer Operator)</li> <li>— Personal Taken (Computer Operator)</li> </ul> </div> 
<p>4. Click on each type of leave to be viewed in the graph.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>— Annual Leave (Computer Operator)</li> <li>— Annual Leave Carryover (Computer Operator)</li> <li>— Comp Time (Computer Operator)</li> <li>— Floating Holiday (Computer Operator)</li> <li>— Military Taken (Computer Operator -</li> <li>— Sick Leave (Computer Operator)</li> <li>— Callout Offered Bank (Computer Operator)</li> <li>— Holiday Work Bank (Computer Operator)</li> <li>— Personal Taken (Computer Operator)</li> </ul> </div>

<p>5. Click in the graph and move the scroll line to the left or right to the date of the leave balances to be viewed.</p> <p>Use the arrow buttons at the top of the graph to view previous or future dates.</p>	
<p>6. To exit this page without creating a new time off request clicking the Home button.</p>	

**Viewing Leave Balances through My Timesheet**

<p>1. Leave balances can also be viewed through <b>My Timesheet</b></p>																																																																																																																																																	
<p>2. Click the Leave tab in the bottom section of the page.</p> <p>The leave balances displayed are current through the pay period shown</p>	 <table border="1" data-bbox="727 993 1344 1770"> <thead> <tr> <th colspan="2">Annual Leave</th> <th>Hours</th> <th colspan="2">Annual Leave Carryover</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Initial Balance Sun 06/10</td> <td>212.00</td> <td></td> <td>Initial Balance Sun 06/10</td> <td>0.00</td> <td></td> </tr> <tr> <td>Earned</td> <td>0.00</td> <td></td> <td>Earned</td> <td>0.00</td> <td></td> </tr> <tr> <td>Used</td> <td>0.00</td> <td></td> <td>Used</td> <td>0.00</td> <td></td> </tr> <tr> <td>Ending Balance Sat 06/23</td> <td>212.00</td> <td></td> <td>Ending Balance Sat 06/23</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">No Details</td> <td></td> <td colspan="2">No Details</td> <td></td> </tr> <tr> <th colspan="2">Comp Time</th> <th>Hours</th> <th colspan="2">Floating Holiday</th> <th>Hours</th> </tr> <tr> <td>Initial Balance Sun 06/10</td> <td>0.00</td> <td></td> <td>Initial Balance Sun 06/10</td> <td>15.00</td> <td></td> </tr> <tr> <td>Earned</td> <td>0.00</td> <td></td> <td>Earned</td> <td>0.00</td> <td></td> </tr> <tr> <td>Used</td> <td>0.00</td> <td></td> <td>Used</td> <td>0.00</td> <td></td> </tr> <tr> <td>Ending Balance Sat 06/23</td> <td>0.00</td> <td></td> <td>Ending Balance Sat 06/23</td> <td>15.00</td> <td></td> </tr> <tr> <td colspan="2">No Details</td> <td></td> <td colspan="2">No Details</td> <td></td> </tr> <tr> <th colspan="2">Military Taken</th> <th>Hours</th> <th colspan="2">Sick Leave</th> <th>Hours</th> </tr> <tr> <td>Initial Balance Sun 06/10</td> <td>0.00</td> <td></td> <td>Initial Balance Sun 06/10</td> <td>152.00</td> <td></td> </tr> <tr> <td>Earned</td> <td>0.00</td> <td></td> <td>Earned</td> <td>0.00</td> <td></td> </tr> <tr> <td>Used</td> <td>0.00</td> <td></td> <td>Used</td> <td>0.00</td> <td></td> </tr> <tr> <td>Ending Balance Sat 06/23</td> <td>0.00</td> <td></td> <td>Ending Balance Sat 06/23</td> <td>152.00</td> <td></td> </tr> <tr> <td colspan="2">No Details</td> <td></td> <td colspan="2">No Details</td> <td></td> </tr> <tr> <th colspan="2">Holiday Work Bank</th> <th>Hours</th> <th colspan="2">Personal Taken</th> <th>Hours</th> </tr> <tr> <td>Initial Balance Sun 06/10</td> <td>0.00</td> <td></td> <td>Initial Balance Sun 06/10</td> <td>0.00</td> <td></td> </tr> <tr> <td>Earned</td> <td>0.00</td> <td></td> <td>Earned</td> <td>0.00</td> <td></td> </tr> <tr> <td>Used</td> <td>0.00</td> <td></td> <td>Used</td> <td>0.00</td> <td></td> </tr> <tr> <td>Ending Balance Sat 06/23</td> <td>0.00</td> <td></td> <td>Ending Balance Sat 06/23</td> <td>0.00</td> <td></td> </tr> <tr> <td colspan="2">No Details</td> <td></td> <td colspan="2">No Details</td> <td></td> </tr> </tbody> </table>	Annual Leave		Hours	Annual Leave Carryover		Hours	Initial Balance Sun 06/10	212.00		Initial Balance Sun 06/10	0.00		Earned	0.00		Earned	0.00		Used	0.00		Used	0.00		Ending Balance Sat 06/23	212.00		Ending Balance Sat 06/23	0.00		No Details			No Details			Comp Time		Hours	Floating Holiday		Hours	Initial Balance Sun 06/10	0.00		Initial Balance Sun 06/10	15.00		Earned	0.00		Earned	0.00		Used	0.00		Used	0.00		Ending Balance Sat 06/23	0.00		Ending Balance Sat 06/23	15.00		No Details			No Details			Military Taken		Hours	Sick Leave		Hours	Initial Balance Sun 06/10	0.00		Initial Balance Sun 06/10	152.00		Earned	0.00		Earned	0.00		Used	0.00		Used	0.00		Ending Balance Sat 06/23	0.00		Ending Balance Sat 06/23	152.00		No Details			No Details			Holiday Work Bank		Hours	Personal Taken		Hours	Initial Balance Sun 06/10	0.00		Initial Balance Sun 06/10	0.00		Earned	0.00		Earned	0.00		Used	0.00		Used	0.00		Ending Balance Sat 06/23	0.00		Ending Balance Sat 06/23	0.00		No Details			No Details		
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<p>3. To change the Timesheet date range, use the Calendar function in the upper left corner of the timesheet. Click the date range.</p>																																																																																																																																																	

<p>4. Use the arrows located next to the center month to move through the range of months or click the down arrow located next to the center month to select a different date range.</p>	
<p>5. Select the desired month and year, click OK.</p>	
<p>6. Select the desired date.</p>	
<p>7. The timesheet that includes the selected date will be displayed.  Return to Step 3 to view Leave Balances through the pay end date of the selected timesheet.</p>	
<p>8. To exit this page click the Home button.</p>	