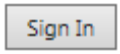
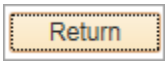
View Sick, Annual, and Comp Time Balances

Step	Action
1.	Click the **User ID** field.
2.	Enter the employee ID into the **User ID** field. Enter a valid value, for example "**999999**".
3.	Click the **Password** field.
4.	Enter the desired information into the **Password** field. Enter a valid value, for example "**abcd123$**".
5.	Click the **Sign In** button. 
6.	Click the **Employee Self Service** link.
7.	Click the **Time Reporting** tile.
8.	The **View Leave Balances** page should be displayed. If not, Click the **Self-Service View Leave** menu item.
9.	Employees can review balances for their Leave Plans. The **View Leave Balances** page lists balances as of pay period end dates for **Sick Leave**, **Annual Leave**, and **Compensatory Time**.
10.	**Monthly Accrual Rate Annual/Sick** is the number of **Annual Leave** and **Sick Leave** hours an employee accrues per month.
11.	**Service Date** is used to determine months of service for Annual Leave accrual.

Step	Action
12.	**Last Pay Period End Date** is the end date of the last confirmed pay period.
13.	To view historical balances, change the date in the **BALANCES ARE AS OF** field. Any date can be entered; however, the data displayed is as of the closest **Last Pay Period End Date** when the **Refresh Date** button is clicked.
14.	**Description** identifies the Leave Plan.
15.	The **Hours Carried Over Previous Year** remain the same value for the entire calendar year.
16.	**Hours Earned Year-to-Date** displays the number of hours awarded for the plan year as of the pay period end date of the last confirmed pay period.
17.	**Hours Adjusted Year-to-Date** displays the number of hours entered using Leave adjustment codes for the plan year.
18.	**Hours Available Year to Date** displays the sum of **Hours Carried Over-Prev Year** plus **Hours Earned Year-to-Date** minus or plus **Hours Adjusted Year-to-Date**.
19.	**Hours Taken Year-to-Date** displays the total number of hours taken for the plan year.
20.	**Leave Hours Balance** displays the **Hours Available Year-to-Date** minus **Hours Taken Year-to-Date**.
21.	To review specific details of Leave Earned or Taken, click on the corresponding **Details** button. Click the **Details** button.
22.	The **View Leave Detail** page lists leave **Earned**, **Taken**, **Adjusted**, and the date and number of hours associated with the **Time Reporting Code**.
23.	This view is displaying all available rows, 1-6 of 6. If additional rows existed, the **View All** link would be available.
24.	Click the **Return** button. 
25.	Congratulations! You are now able to: - Navigate to the **View Leave Balances** page. - Understand the **View Leave Balances** page. **End of Procedure.**