

REVIEWING YOUR LEAVE BALANCES IN ABSENCE MANAGEMENT

All accrued and non-accrued absence information is held in the PeopleSoft Absence Management system. This process guide provides detailed instruction on how to access your leave balances via self service.

Accessing Current Balance Data

1. Login to the PeopleSoft system.
2. Navigate as follows to get to the balances page: Self Service > Time Reporting > View Time > Leave Balance and Usage Review
3. You are now taken to the Absence Inquiry page as shown below:
(Note: If you have more than one job you will be prompted to select the job for which you want to review your balances.)

Absence Inquiry

Demo Employee

Current Balance Information						
Absence Balances		Compensatory Time				
Job Title	Department Description	Last Proc Date	Sick Leave Balance		Vacation Balance	Personal Holiday Taken
Administrator II	HUMAN RESOURCE SERVICES	12/02/2008	224.000		416.020	1

[Graduated Vacation Chart](#)

- This page shows the end date of the last processing cycle as well as your current sick leave and vacation balances. The Personal Holiday Taken indicator reflects whether you have your personal holiday available or not. A “1” indicates that you have not used your personal holiday while a “0” indicates that you have used your personal holiday.
- To see compensatory time, click the Compensatory Time tab. The view will change to reflect the current balances of other leave types as shown below:

Absence Inquiry

Demo Employee

Current Balance Information									
Absence Balances		Compensatory Time							
Job Title	Department Description	Last Proc Date	CTO Balance	HC Balance	HCTO Balance	Excess Balance	ADO Balance		
Administrator II	HUMAN RESOURCE SERVICES	12/02/2008	0.000	0.000	0.000	0.000	0.000		

[Graduated Vacation Chart](#)

- If your vacation accrual is based upon your length of service, the [Graduated Vacation Chart](#) link will open up a page that displays the graduated vacation accrual chart as shown below:


GRADUATED VACATION CHART - Used for all Monthly qualified employees ($\frac{1}{2}$ timebase to full-time) who accrue based on service time; Amount credited 1 month after completion of a qualifying pay period of service & part-time employees receive pro-rated amounts. Less than $\frac{1}{2}$ timebase employees must accumulate partial months before a full-month of accrual is granted.

Service From	To	Months	Hours
1 month	3 yrs	1-36 mos.	6-2/3 hrs
+3 yrs	6 yrs	37-72 mos.	10 hrs
+6 yrs	10 yrs	73-120 mos.	11-1/3 hrs
+10 yrs	16 yrs	121-192 mos.	12-2/3 hrs
+15 yrs	20 yrs	193-240 mos.	14 hrs
+20 yrs	25 yrs	241-300 mos.	15-1/3 hrs
+25 yrs	And over	301-and over	16 hrs


OK Cancel


- Click the button to return to the prior page.



Accessing Balance and Usage History Data

- Balance history is held on the same page but you must click the  button to drill down for historical details.

Absence Inquiry
Demo Employee

Current Balance Information Customize | Find | 


Absence Balances Compensatory Time 

Job Title	Department Description	Last Proc Date	Sick Leave Balance	Vacation Balance	Personal Holiday Taken
Administrator II	HUMAN RESOURCE SERVICES	12/02/2008	224.000 	416.020 	1




[Graduated Vacation Chart](#)

Click the appropriate information button to see historical balances and usage.

Sick Hours Balance Details
Emplid 000006774 Demo Employee Empl Rcd# 0

Absence Activity Since Last Processed Date Customize | 

	Last Processed Date	Previous Balance	Adjusted	Earned	Taken	CAT Hours Donated	End Balance
1	12/02/2008	224.000	0.000	0.000	0.000	0.000	224.000




Absence History Customize | Find |  First  1-3 of 3  Last


	As Of Date	Previous Balance	Adjusted	Earned	Taken	CAT Hours Donated	End Balance
1	12/02/2008	216.000	0.000	8.000	0.000	0.000	224.000
2	10/31/2008	208.000	208.000	8.000	0.000	0.000	216.000
3	10/01/2008	0.000	208.000	0.000	0.000	0.000	208.000



Return

- This page presents the history of leave processing for the selected leave type. To return to the summary page click the Return button and you will be returned to the summary page as shown below:

Absence Inquiry
Demo Employee

Current Balance Information Customize | Find |  First  1 of 1  Last

Absence Balances Compensatory Time 

Job Title	Department Description	Last Proc Date	Sick Leave Balance	Vacation Balance	Personal Holiday Taken
Administrator II	HUMAN RESOURCE SERVICES	12/02/2008	224.000 	416.020 	1

[Graduated Vacation Chart](#)