



# HUMAN RESOURCES

*Illinois State University*

## How to Review Your Leave Balances

This tutorial will be helpful for employees who need to review their Leave Balances.

To navigate to your leave balances, click on the TILE “Leave Balances” from your Employee page\*:



\* Alternate access to your Leave Balances are at the bottom of your timesheet AND from your Benefits tile on your Employee page

The following is an example of what your Leave Balances will look like:

The screenshot shows a web interface for viewing leave balances. At the top, there are tabs for 'Vacation', 'Sick', 'Extended Sick', and 'Comp Time'. A callout bubble points to these tabs, stating: 'Use these tabs for similar views of other eligible leave balances'. Below the tabs is an 'Employee ID' field. The main section is titled 'Vacation Accrual Balances' and includes a 'Find | View All' link and a pagination indicator 'First 1 of 4 Last'. The 'Fiscal Year' is set to '2015', with a callout explaining: 'Current default Fiscal Year (runs from July 1st through June 30th)'. There are two callouts for navigation: one pointing to a back arrow icon saying 'Click back arrow to view previous year(s)', and another pointing to the 'Current Balance' section saying 'Current Balance section reflects balances after the last accrual process ran...generally right after the end of the last pay period'. The 'Year To Date Totals' section shows: Hours Earned Year-to-Date: 63.750, Hours Carried Over-Prev Year: 0.000, Hours Taken Year-to-Date: 36.000, and Hours Adjusted Year-to-Date: 0.000. The 'Current Balance' section shows: Current Balance: 27.750, As of Date: 04/16/2015, Current Accrual Rate: 3.750, and Maximum Balance: 180.000. The 'Vacation Accrual and Usage by Period' table has the following data:

Period Begin Date	Prior Period End Balance	Prior Period Hours Accrued	* Prior Period Hours Used	Adjustments	Balance as of Period Begin Date	Adjustment Comments
04/16/2015	25.500	3.750	1.500	0.000	27.750	
04/01/2015	23.250	3.750	1.500	0.000	25.500	
03/16/2015	22.250	3.750	2.750	0.000	25.000	Administrative adjustments, if needed
03/01/2015	18.500	3.750	0.000	0.000	25.000	
02/16/2015	14.750	3.750	0.000	0.000	25.000	
02/01/2015	11.500	3.750	0.500	0.000	14.750	

Other things to note when viewing your Benefits Summary:

- ✓ The available leave balances tabs are based on what benefits you are eligible for
- ✓ Leave balances are updated once a pay period

Contact information:

- ✓ For more information regarding your Leave Balances, please contact Human Resources at **438-8311**
- ✓ If you are having access issues, please contact **438-4357**