



HUMAN RESOURCES

Illinois State University

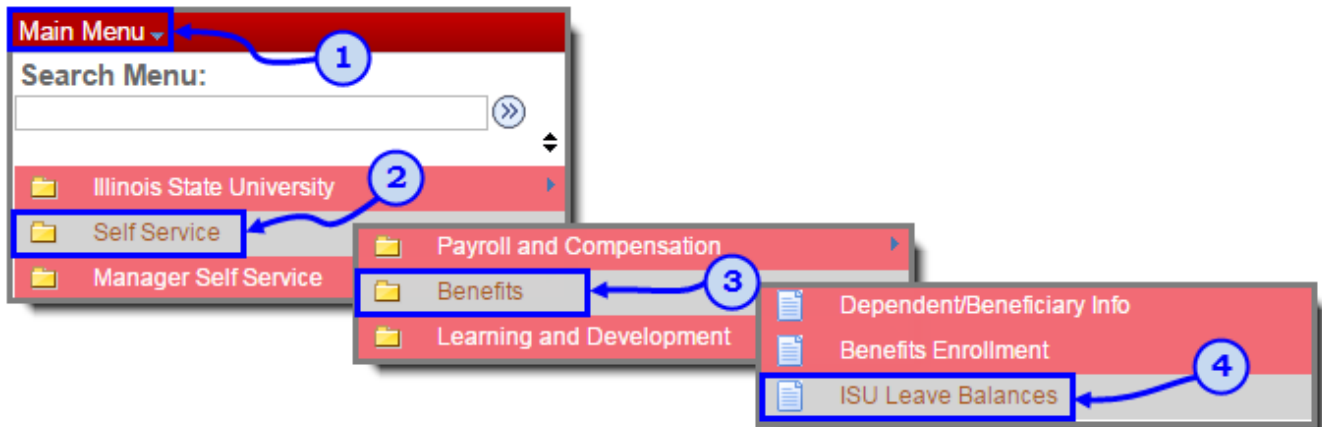
How to Review Your Leave Balances

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

Navigation:

- 1) Click on **Main Menu** on your home page
- 2) Click on **Self Service**
- 3) Click on **Benefits**
- 4) Click on **ISU Leave Balances**

➤ Alternate link to view Leave Balances is at the bottom of your timesheet



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

Vacation Sick Extended Sick Comp Time

Use these tabs for similar views of other eligible leave balances

Employee ID

Vacation Accrual Balances Find | View All First 1 of 4 Last

Fiscal Year 2015 Current default Fiscal Year (runs from July 1st through June 30th)

Year To Date Totals

Hours Earned Year-to-Date	63.750	Hours Carried Over-Prev Year	0.000
Hours Taken Year-to-Date	36.000	Hours Adjusted Year-to-Date	0.000

Current Balance

Current Balance	27.750	As of Date	04/16/2015
Current Accrual Rate	3.750	Maximum Balance	180.000

Click back arrow to view previous year(s)

Current Balance section reflects balances after the last accrual process ran...generally right after the end of the last pay period

Vacation Accrual and Usage by Period

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	250	Administrative adjustments, if needed
03/01/2015	18.500	3.750	0.000	0.000	250	
02/16/2015	14.750	3.750	0.000	0.000	500	
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** or **438-8870**
- ✓ If you are having access issues, please contact **438-4357**