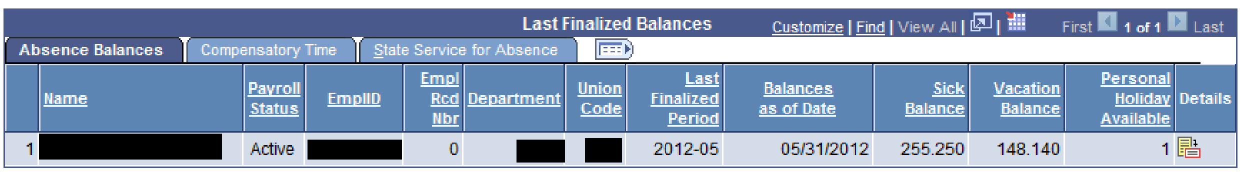
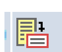
Using Employee Balance Inquiry

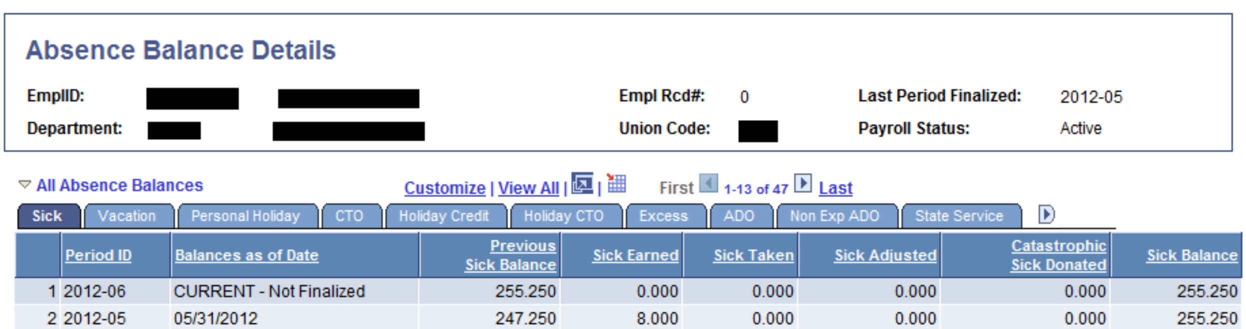
Objective: To provide employees with a short overview of how to use the Employee Balance Inquiry screen in PeopleSoft.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log into PeopleSoft using your LDAP login and password.</td></tr>
<tr><td>2</td><td>In the Menu bar, click on Self Service.</td></tr>
<tr><td>3</td><td>Select Time Reporting</td></tr>
<tr><td>4</td><td>Select Employee Balance Inquiry</td></tr>
<tr><td>5</td><td>The following view will appear:

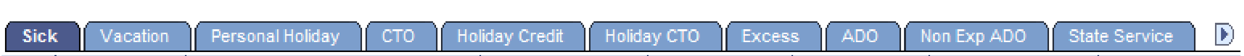


</td></tr>
<tr><td>6</td><td>Select any of the following tabs to view the appropriate balances:

</td></tr>
<tr><td>7</td><td>Select the  icon to get detail regarding the leave/accrual balance.</td></tr>
<tr><td>8</td><td>The following view will appear:



</td></tr>
<tr><td>9</td><td>Select any of the following tabs to view the appropriate detail:



</td></tr>
</table>