

How To Determine Leave Balances For An Employee

1. **Navigation:** *Benefits* → *Manage Leave Accruals* → *Review Accrual Balances*
2. The Review Accrual Balances search screen appears.

PeopleSoft®

Menu

Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Workforce Administration
- ▽ Benefits
 - ▷ Enroll In Benefits
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 - ▽ Manage Leave Accruals
 - Review Accrual Balances
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Review Accrual Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with ▾ 111111

Benefit Record Number: = ▾

Name: begins with ▾

Last Name: begins with ▾

Business Unit: begins with ▾

Department: begins with ▾

Organizational Relationship: = ▾

Alternate Character Name: begins with ▾

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

3. Under EmpID, type in the 6 digit employee's ID number (see sample above).
4. Next, click the **Search** button.

5. The Leave Accrual Balances screen appears for your employee.

Leave Accrual Balances																					
JOHN DOE	Employee ID: 111111 Benefit Rcd Nbr: 0																				
Leave Accruals Find View 100 First 1 of 232 Last																					
Company: SDU San Diego Unified School Distr	Benefit Program: 003 OTBS																				
Plan Type: Sick																					
Accrual Date: 07/15/2006																					
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6. Click on the **View All or View 100** link so that you can see all of the employee's leave balances including sick leave, vacation leave, industrial accident, floating holiday (classified only), half pay sick leave, etc.)

Note: There are two ways to view the leave balances:

1. **Page by page using the arrows** First 1 of 232 Last (If you want to print a screen, you can only use the page by page view. This is for someone who wants to view their latest info.)
2. **View All or View 100** Find | View 100 depending on how many records the employee has. (You must use the scroll bar to see all of the employee's leave balances)