Web Time Entry

How to Access Your Leave Balances

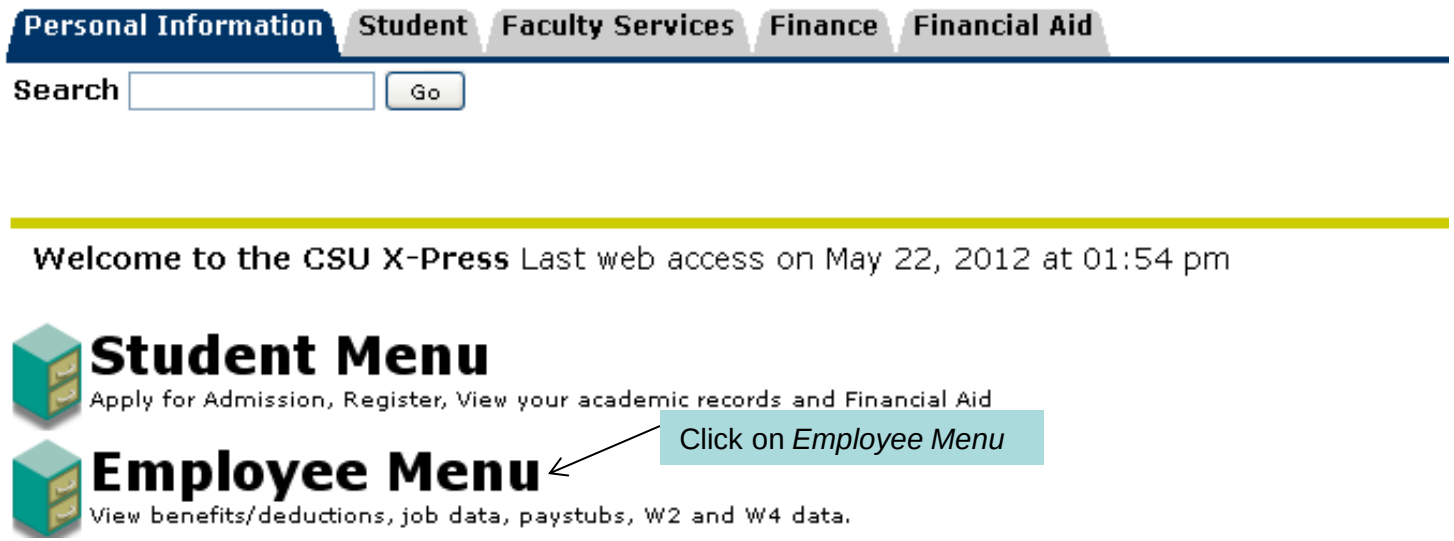
CHICAGO STATE UNIVERSITY

Office of Human Resources

View Leave Balances

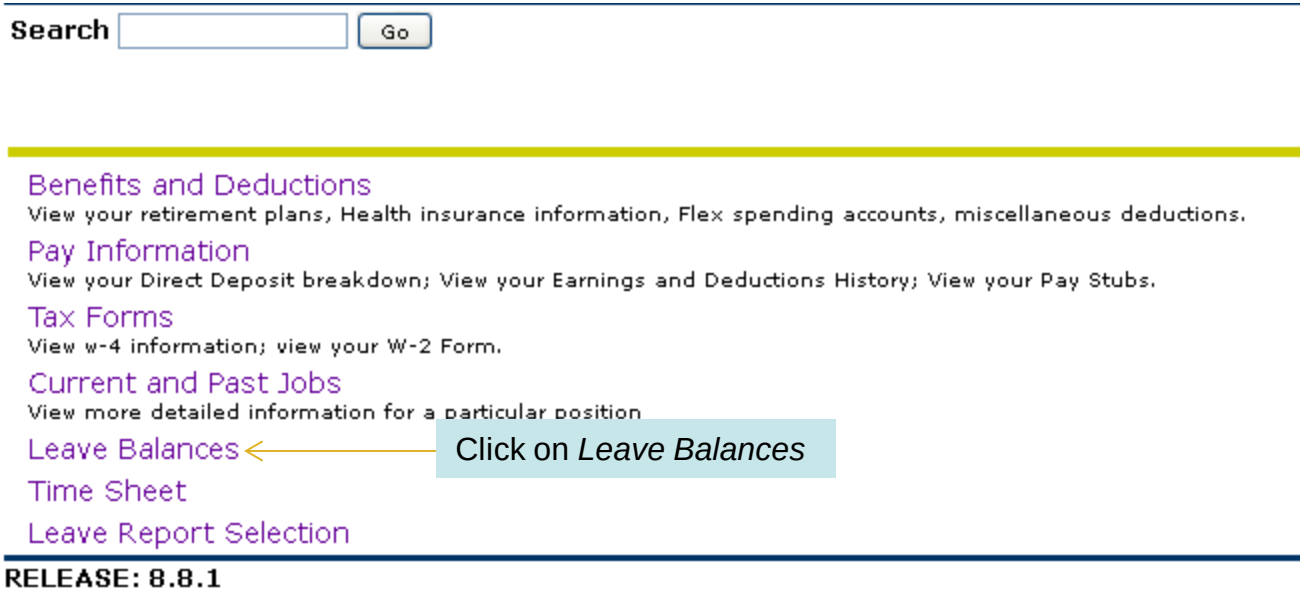
You can view leave balances at any time.

- Log into your Web Time Entry account.
- From the Main Menu, click on ***Employee Menu***.



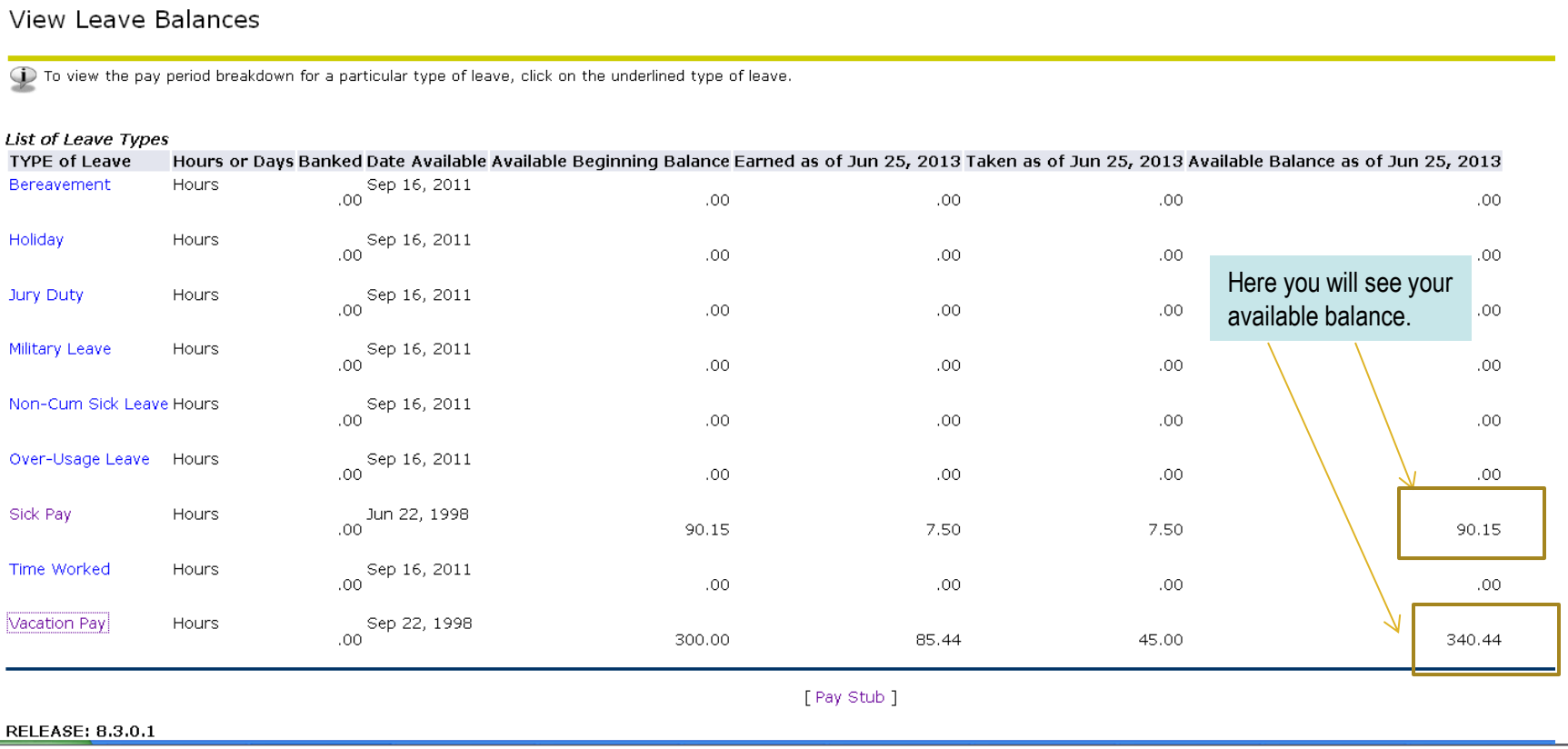
View Leave Balances

- Click on ***Leave Balances***



View Leave Balances

The Leave Balances page displays all applicable leave types and corresponding balances.



View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

List of Leave Types

TYPE of Leave	Hours or Days Banked	Date Available	Available Beginning Balance	Earned as of Jun 25, 2013	Taken as of Jun 25, 2013	Available Balance as of Jun 25, 2013
Bereavement	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Holiday	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Jury Duty	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Military Leave	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Non-Cum Sick Leave	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Over-Usage Leave	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Sick Pay	Hours .00	Jun 22, 1998	90.15	7.50	7.50	90.15
Time Worked	Hours .00	Sep 16, 2011	.00	.00	.00	.00
Vacation Pay	Hours .00	Sep 22, 1998	300.00	85.44	45.00	340.44

[Pay Stub]

RELEASE: 8.3.0.1

Questions? Contact us!

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