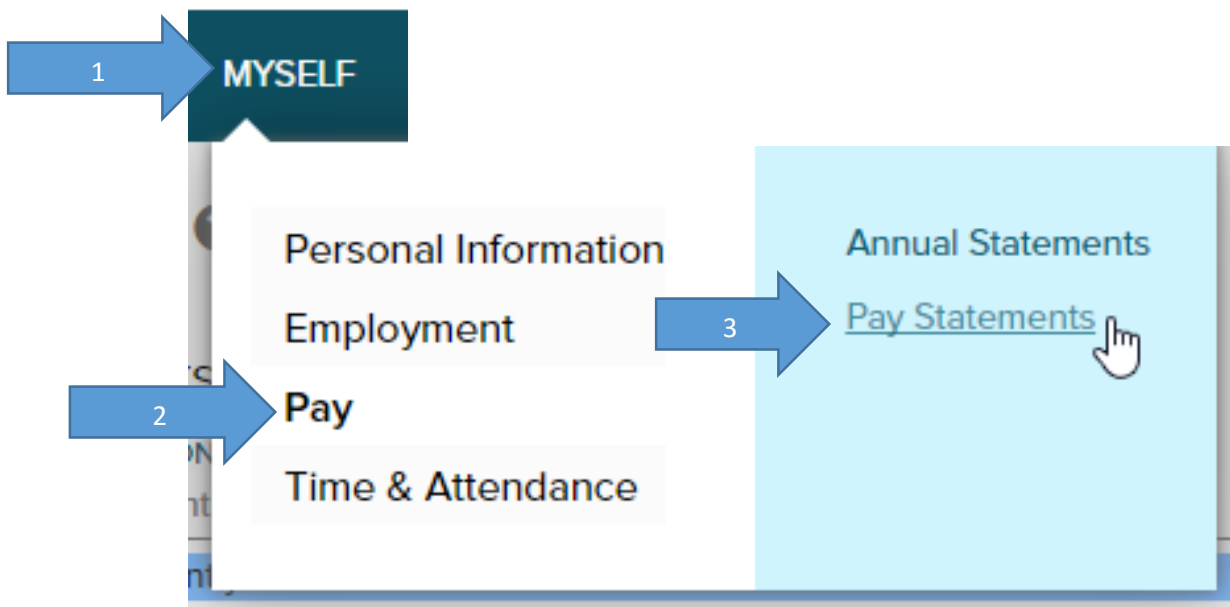


To View Leave Balances

Leave balances can be viewed on your pay statements. The most current pay statement will show your available balances. Leave balances shown are as of pay date selected.

To access your pay statement in the Portal, go to

1. Myself ->
2. Pay ->
3. Pay Statements



Click on desired check date to view leave balances.

Click on **VIEW CHECK** button located under the desired check date to view leave balances.

