View Employee Balance Inquiry

This step-by-step guide will show Faculty how to view their Employee Balance Inquiry using Employee Self Service in PeopleSoft (MyCSUSM).

**Employee Balance Inquiry**

1. Sign into PeopleSoft Human Resource Management through the campus portal at MyCSUSM.
2. There are two options that will navigate you to the same page to view your Employee Balance Inquiry:
   
   **A. Direct Link:** In the My HR Resources box, click on the link titled “My Leave Balances”

   ![Direct Link Image]

   **OR**

   **B. Full Navigation:** Main Menu > Self Service > Time Reporting > Employee Balance Inquiry

   ![Full Navigation Image]

3. Your Employee Balance Inquiry page should display:

   ![Employee Balance Inquiry Image]
4. There are three tabs of information on this screen:
   a. **Absence Balances** – Sick, Vacation, and Personal Holiday balances.
   b. **Compensatory Time** – CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances.

   **Note:** State Service for Absence is for leave accrual use only and does not apply to CalPERS retirement calculations.

   ![Absence Management Screen]

5. To view additional details on the balances for each employee, click on the **Details Icon**.

6. Employee balance details will appear:

   ![Employee Balance Details]

   **Each Absence Tab will list a row of each Pay Period and leave usage details.**

   ![When you are finished reviewing this page. Click Return to return back to the Employee Balance Inquiry page.]

7. You have successfully viewed your Employee Balance.