

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](#)).

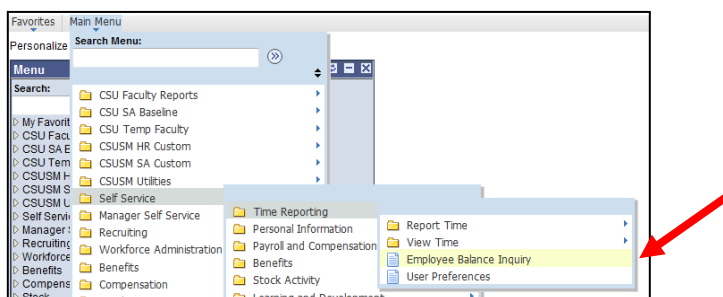
Employee Balance Inquiry

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”**

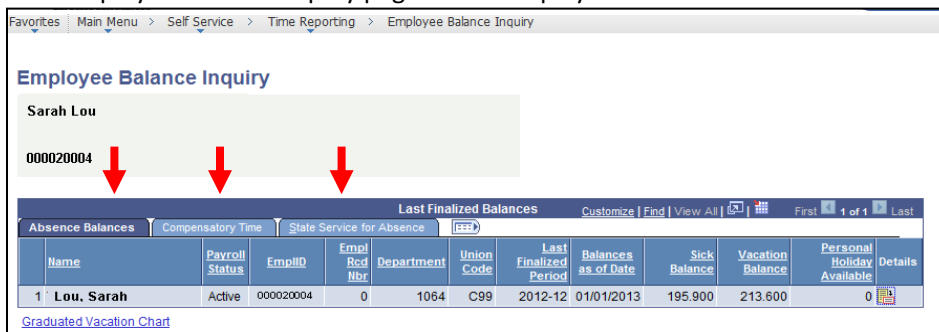


OR

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



3. Your Employee Balance Inquiry page should display:




A screenshot of the 'Employee Balance Inquiry' page. The page title is 'Employee Balance Inquiry' and the user name is 'Sarah Lou'. Below the name is the employee ID '000020004'. Three red arrows point to the employee ID. Below the ID is a table titled 'Last Finalized Balances' with columns for Name, Payroll Status, EmpID, Emp. Red Nbr, Department, Union Code, Last Finalized Period, Balances as of Date, Sick Balance, Vacation Balance, and Personal Holiday Available. The table contains one row for Sarah Lou.

Name	Payroll Status	EmpID	Emp. Red Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Lou, Sarah	Active	000020004	0	1064	C99	2012-12	01/01/2013	195.900	213.600	0	

[Graduated Vacation Chart](#)

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.
 - c. **State Service for Absences** – State Service, State Service Carryover, Sick Carryover, Vacation Carryover, and State FTE Carryover amounts.

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

Last Finalized Balances												
Absence Balances			Compensatory Time			State Service for Absence						
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details	
1 Lou, Sarah	Active	000020004	0	1064	C99	2012-12	01/01/2013	195.900	213.600	0		

[Graduated Vacation Chart](#)

5. To view additional details on the balances for each employee, click on the **Details Icon**.
6. Employee balance details will appear:

Absence Balance Details

EmplID: 000020004 Sarah Lou Empl Rcd#: 0 Last Period Finalized: 2012-12
 Department: 1064 HR&PS Human Res & Equal Opport Union Code: C99 Payroll Status: Active

▼ All Absence Balances Customize | View All | First 1-3 of 3 Last

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1 2013-01	CURRENT - Not Finalized	195.900	0.000	8.000	0.000	0.000	187.900
2 2012-12	01/01/2013	187.900	8.000	0.000	0.000	0.000	195.900
3 CONVERSION	CONVERSION (11/30/2012)	0.000	0.000	0.000	187.900	0.000	187.900

[Return](#)

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.