Viewing Leave Balance Information in Banner

To view detail Leave Balance information follow these steps:

1. Click the ‘Leave Balances’ link on the Self Service Banner Employee tab

2. Leave Balances page, similar to the following should appear
   Each of the Leave Types – the description, is a hyperlink . . . click on the Leave Type ‘Annual Leave’

3. Click on the Position Number, Title & Organization link
4. A list of Reporting Periods will display – dates & number of Reporting Periods will vary by employee type

**Example of Biweekly**

**Annual Leave**

<table>
<thead>
<tr>
<th>Leave Accrual and Usage from Jul 02, 2016 to Jul 01, 2017</th>
<th>Payroll Type</th>
<th>Date Paid</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
</table>

5. Click on the **Leave History by job** link under the list of Reporting Periods; a list similar to the following should appear:

[this example shows leave for a biweekly employee - effective dates & accruals will vary by employee

**Leave is ‘taken’ the day the Time Sheet/Leave Report is approved.**

To view detail information for other Leave Type, go back to list of Leave Balances (#2 above) and select another Leave Type.