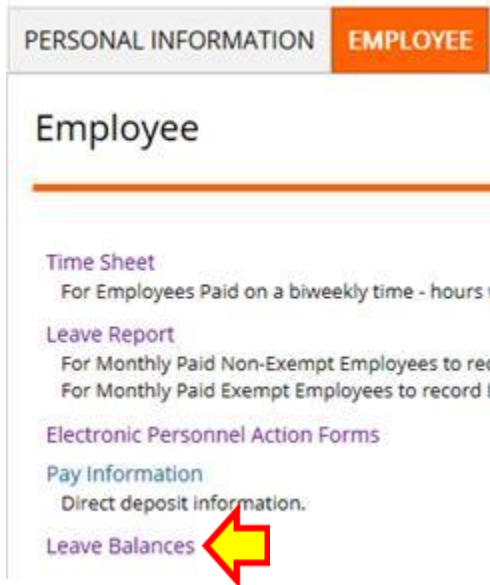


Viewing Leave Balance Information in Banner

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


PERSONAL INFORMATION **EMPLOYEE**

Leave By Job

Job History Leave Balances for Annual Leave

Position Number, Title and Organization Number

331259 00 TECH/PRO SVCS SPECIALIST X 100129
Rsrcs



4. A list of Reporting Periods will display – dates & number of Reporting Periods will vary by employee type

Example of Biweekly

Annual Leave

Leave Accrual and Usage from Jul 02, 2016 to Jul 01, 2017

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date
OSU Biweekly	Aug 12, 2016	Jul 17, 2016	Jul 30, 2016
OSU Biweekly	Jul 29, 2016	Jul 03, 2016	Jul 16, 2016
OSU Biweekly	Jul 15, 2016	Jun 19, 2016	Jul 02, 2016

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.

Annual Leave [Redacted]

Effective Date	Hours or Days	Beginning Balance	Earned	Taken	Current Available	Change
Aug 08, 2016	Hours	[Redacted].98	12.30	8.00	[Redacted].28	[Redacted]
Jul 25, 2016	Hours	[Redacted].98	6.15	8.00	[Redacted].13	[Redacted]
Jul 11, 2016	Hours	[Redacted].83	6.15	.00	[Redacted].98	[Redacted]
Jul 01, 2016	Hours	[Redacted].98	[Redacted].00	[Redacted].00	[Redacted].98	[Redacted]

Current balance & sum of earned/taken for Fiscal Year

Balance from HRS, should match last pre-Banner Pay Advice