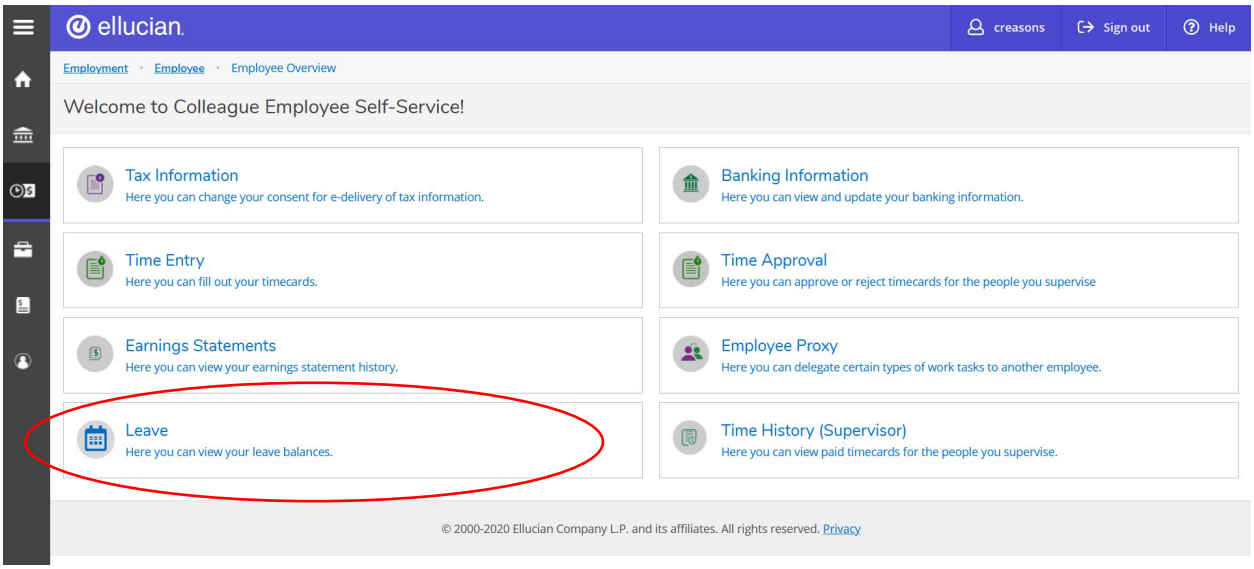
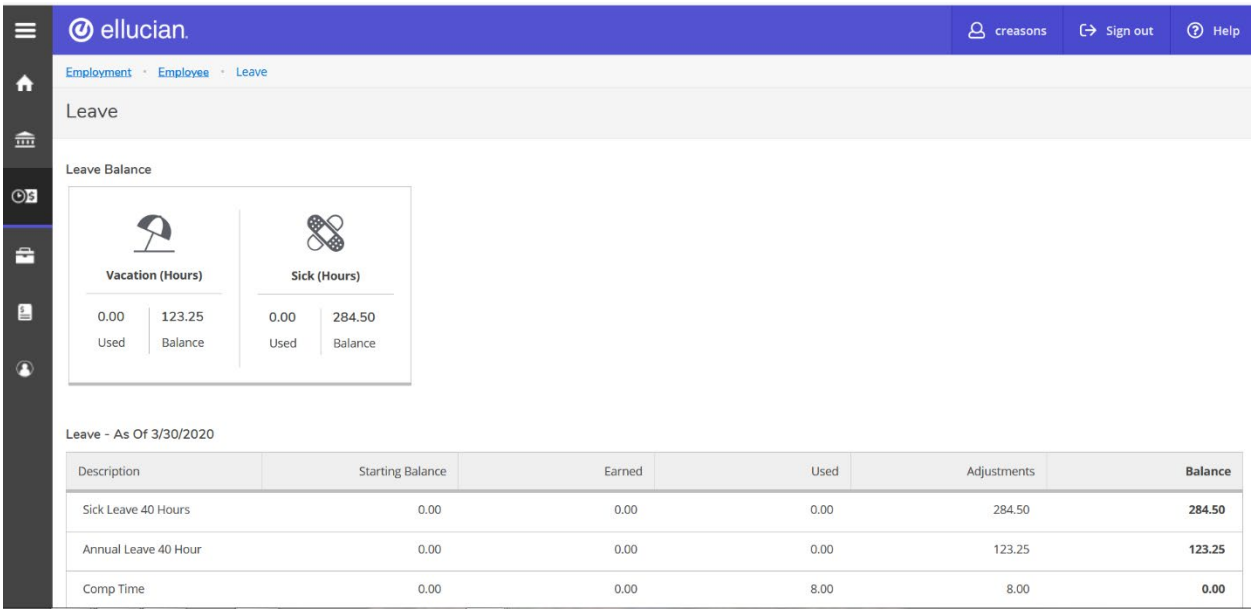
How to View Leave Balances on Self Service

Step 1: Login: Single Sign On

Step 2: Click on Self Service

Step 3: Click Employee

Step 4: Click Leave (you could have more or less icons depending on your job function)



Below is an example of how leave balances will appear.