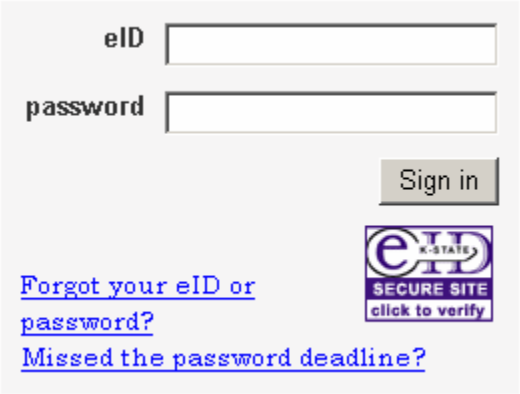
View Leave Balances
Employee Self Service/HRIS

1) Open browser . . . Internet Explorer

2) Go to . . . http://www.as.ksu.edu/HRIS/

3) Enter your eID and password. Select "Sign In."



Important:
After viewing leave balances, select "Sign Out" before closing browser . . . Internet Explorer.

View Leave Balance Page

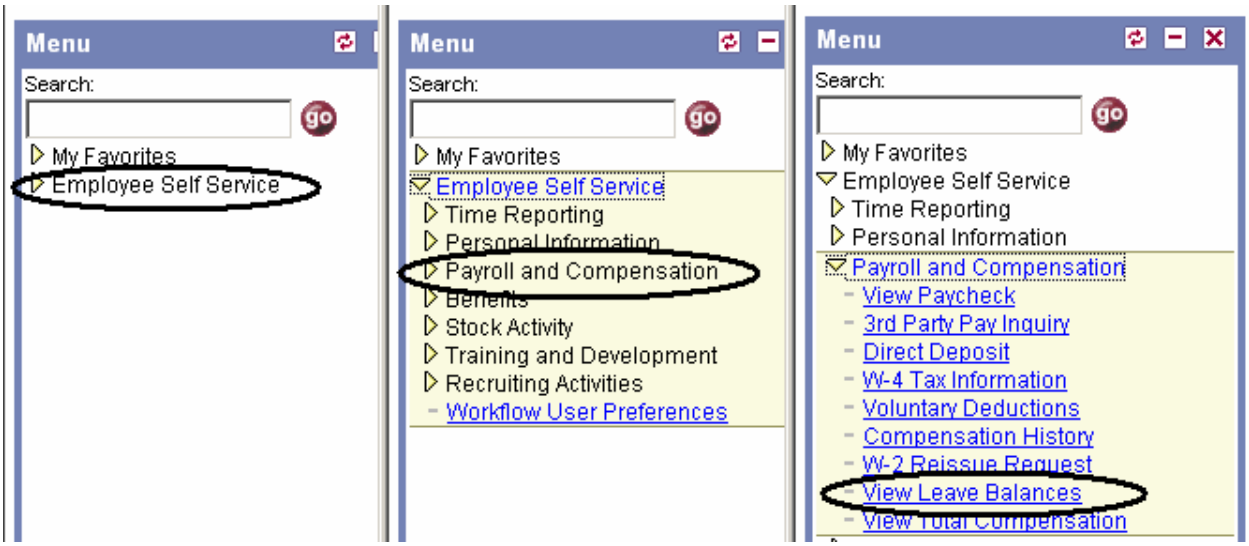
Purpose:

- Allows employees to view current leave accrual balances on-line based upon information from the Human Resources Information System (HRIS).

- Includes service date, beginning leave balances, hours earned, hours taken and ending leave balances for the current pay period.

4) Access Self Service Leave Balance page:

Employee Self Service > Payroll and Compensation> View Leave Balances



View Leave Balance Page

View Leave Balance

View Leave Accrual Balances

EmplID: W0000000000 Wildcat, Willie Lou

Service Date Customize | Find | View All | First 1 of 1 Last

Company	Service Date	Years	Months	Days
State of Kansas	09/05/2000	4	6	3

Leave Balances Customize | Find | View All | First 1-5 of 5 Last

Company	Accrual Date	Plan Type	Beginning Balance	Hrs Earned	Hrs Taken	Ending Balance	Informational Message
SOK	02/26/2005	Sick	52.150000	3.700000	10.500	45.350000	
SOK	02/26/2005	Vacation	30.150000	3.700000		33.850000	
SOK	02/26/2005	D-Day					
SOK	02/26/2005	Comp Time	15.920000			15.920000	Informational Message
SOK	02/26/2005	Holid Comp	25.630000		16.000	9.630000	

The following information is displayed:

EmplID: Your Employee ID and Name as they appear in HRIS. The EmplID was assigned to you when you were initially hired with the State of Kansas.

View Leave Balance

View Leave Accrual Balances

EmplID: W0000000000 Wildcat, Willie Lou

View Leave Balance Page

SERVICE DATE

Service Date		View All	First 1-2 of 2 Last	
Company	**Service Date**	**Years**	**Months**	**Days**
State of Kansas	09/05/2000	2	10	11
K-State Student Union	03/16/2003		4	

Company: Represents the Company in which you are employed. The different companies are: State of Kansas, Child Development Center, Student Publications, Intercollegiate Athletics and the K-State Union.

Service Date: This date is a factor in leave accrual and longevity bonuses for classified employees. It is also a factor in leave payouts upon retirement and the calculation of lay-off scores. The service date indicates the length of service for all employees. It includes time worked in classified or unclassified positions, excluding temporary non-benefit eligible appointments or student appointments. Dates are re-calculated when an employee has a break in service, including periods of leave without pay for more than 30 days.

Years/Months/Days:
The next three columns display your State service broken down by Years, Months and Days. This accumulation is based on the service date listed previously.

View Leave Balance Page

LEAVE BALANCES

Leave Balances							View All First 1-6 of 6 Last
Company	Accrual Date	Plan Type	Beginning Balance	Hrs Earned	Hrs Taken	Ending Balance	Informational Message
SOK	07/05/2003	Sick	15.050000	2.400000		17.450000	
SOK	07/05/2003	Vacation	24.550000	2.400000		26.950000	
SOK	07/05/2003	D-Day					
SOK	07/05/2003	Comp Time	12.920000			12.920000	Informational Message
SOK	07/05/2003	Holid Comp	24.130000			24.130000	
SOK	07/05/2003	Shared Lv	173.000000			173.000000	

Company: Displays the Company in which you are employed.

SOK = State of Kansas
CDC = Child Development Center
PUB = Student Publications
ATH = Intercollegiate Athletics
KUN = K-State Student Union

Accrual Date: This will be the last day of the pay period for which time and leave has been processed for employees.

Plan Type: Each plan type is listed separately as follows: Sick, Vacation, Comp Time, Holiday Comp Time and Discretionary Day. For Discretionary Day, only the description will display (no hours) and it will only display if the discretionary day has NOT been used in the current year.

Beginning Balance: Displays your leave balance at the beginning of the pay period indicated. This is your balance prior to leave earned and used for that pay period.

Hrs Earned: Displays the number of hours earned during the pay period. Leave earnings are based on service date and/or hours worked or upon FTE.

View Leave Balance Page

Leave Balances							View All First 1-6 of 6 Last
Company	Accrual Date	Plan Type	Beginning Balance	Hrs Earned	Hrs Taken	Ending Balance	Informational Message
SOK	07/05/2003	Sick	15.050000	2.400000		17.450000	
SOK	07/05/2003	Vacation	24.550000	2.400000		26.950000	
SOK	07/05/2003	D-Day					
SOK	07/05/2003	Comp Time	12.920000			12.920000	Informational Message
SOK	07/05/2003	Holid Comp	24.130000			24.130000	
SOK	07/05/2003	Shared Lv	173.000000			173.000000	

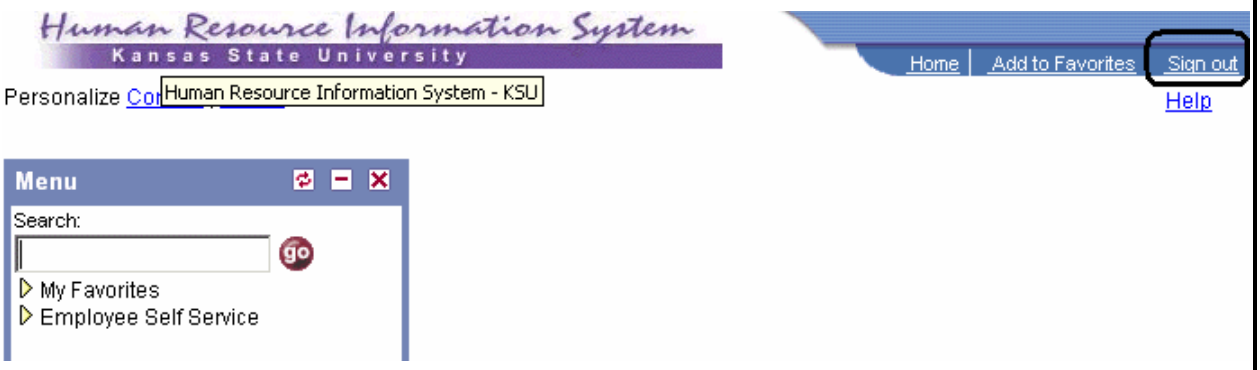
Hrs Taken: Displays the number of hours taken/used during the pay period. This information will come from pay sheets/ pay records.

Ending Balance: This number is determined based upon the following: ***Beginning Balance + Hours Earned – Hours Used + or – Adjustments*** for the pay period indicated. These are the hours available for you to use for each type of leave. (Leave must be approved in advance by your supervisor.)

Informational Message:

NOTE: The information displayed on the **View Leave Accrual Balances** page is for the pay period indicated and will be updated on a bi-weekly basis.

When finished viewing/printing leave balances . . . don't forget to select

Sign Out

before closing the browser.