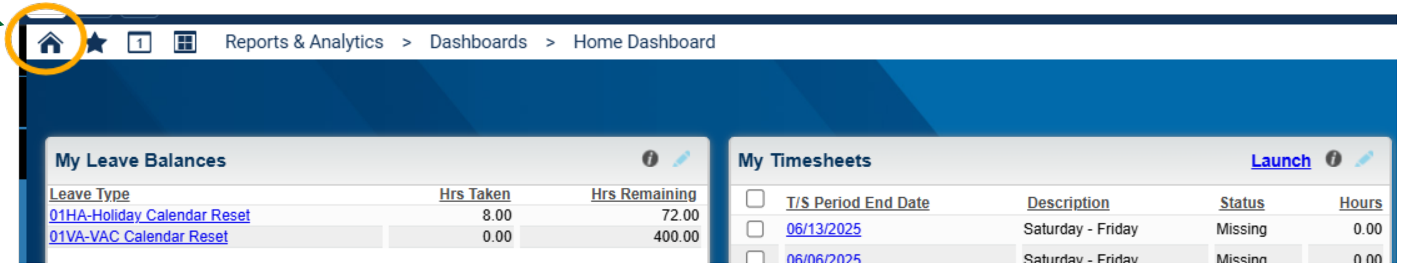
Viewing leave balances

From the Home Dashboard

- In the top left corner, click the **Home** icon to open your Dashboard
- Leave balance(s) are displayed by **Leave Type**.



From the Timesheet entry screen

- Navigate to Time & Expense>Time>Timesheets>Timesheet
  - Click the **More** drop-down button in the upper right corner
  - Select **Leave**
  - Select the **Leave Type** to view the **Leave Details**
    - Leave Details show the transaction history:
      - Beginning Balance –the first accrual period for new hires or, the first accrual period in the Calendar year
      - Accrued – periodic accrual(s) adding hours to your leave balance
      - Taken – used leave reducing the leave balance
      - Adjustments – leave adjustments due to audit/research, leave payouts, leave forfeitures, etc.