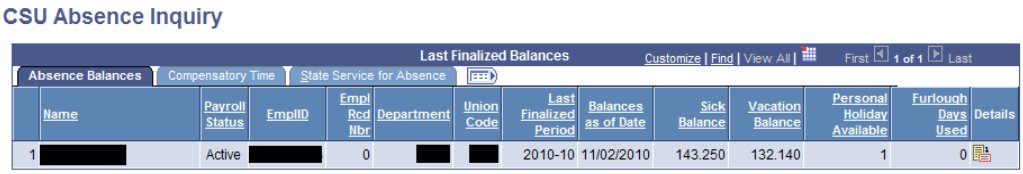
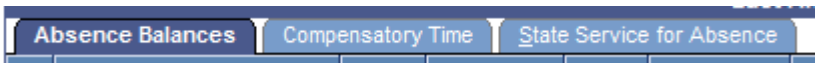
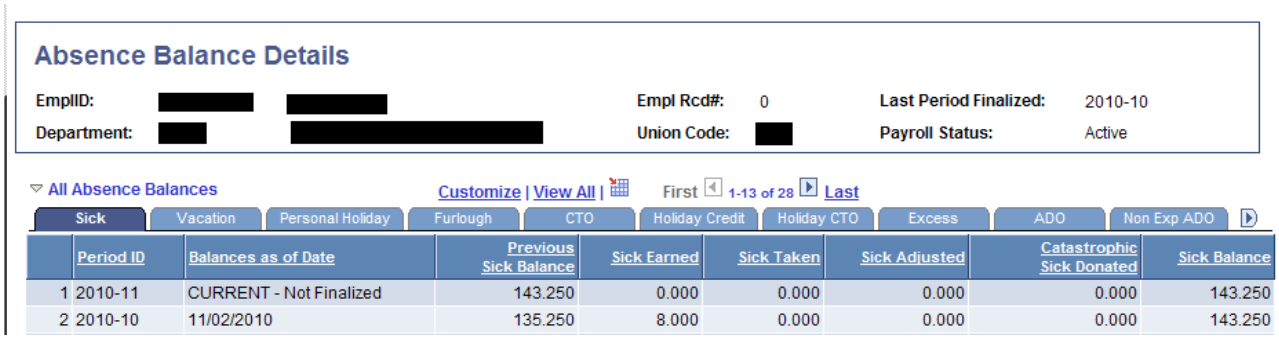
Using Employee Balance Inquiry

Objective: To provide employees with a short overview of how to use the Employee Balance Inquiry screen in PeopleSoft.

Step	Action
1	Log into PeopleSoft using your LDAP login and password.
2	In the Menu bar, click on ***Self Service.***
3	Select ***Time Reporting***
4	Select ***Employee Balance Inquiry***
5	The following view will appear: 
6	Select any of the following tabs to view the appropriate balances: 
7	Select the icon to get detail regarding the leave/accrual balance.
8	The following view will appear: 
9	Select any of the following tabs to view the appropriate detail: