Viewing Leave Balances on Web Time Entry or Banner Leave Reports

After the employee has submitted their Timesheet or Leave Report, find their name in your listing of supervisees.

View the very last column on the right side of the employee's grid box on the list called "Other Information."

tal Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
8.75	.00		☐	☐		Change Time Record Leave Balance

Click on the blue "Leave Balance" link. The employee's leave balance will be seen at the bottom of their leave report or web time entry submission.

Leave Balances as of Mar 20, 2019

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Sick	Hours	0	Feb 26, 2019	0	4.12	0	4.12

Routing Queue

The current available balance will be listed in the right column under "Available Balance."