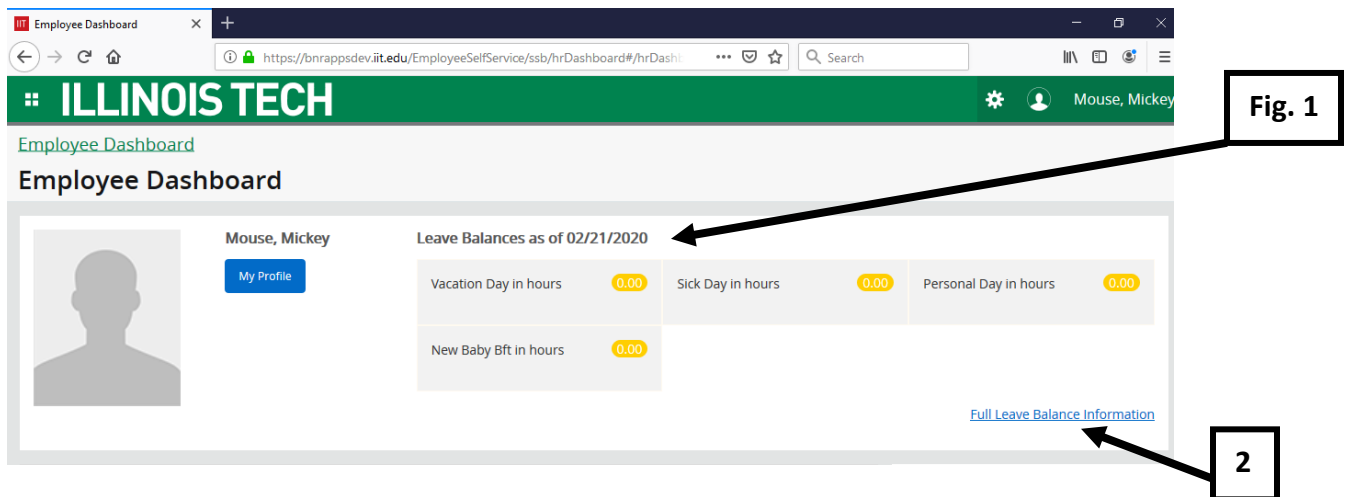


Viewing Leave Information for You & Your Team in Banner 9 Self-Service

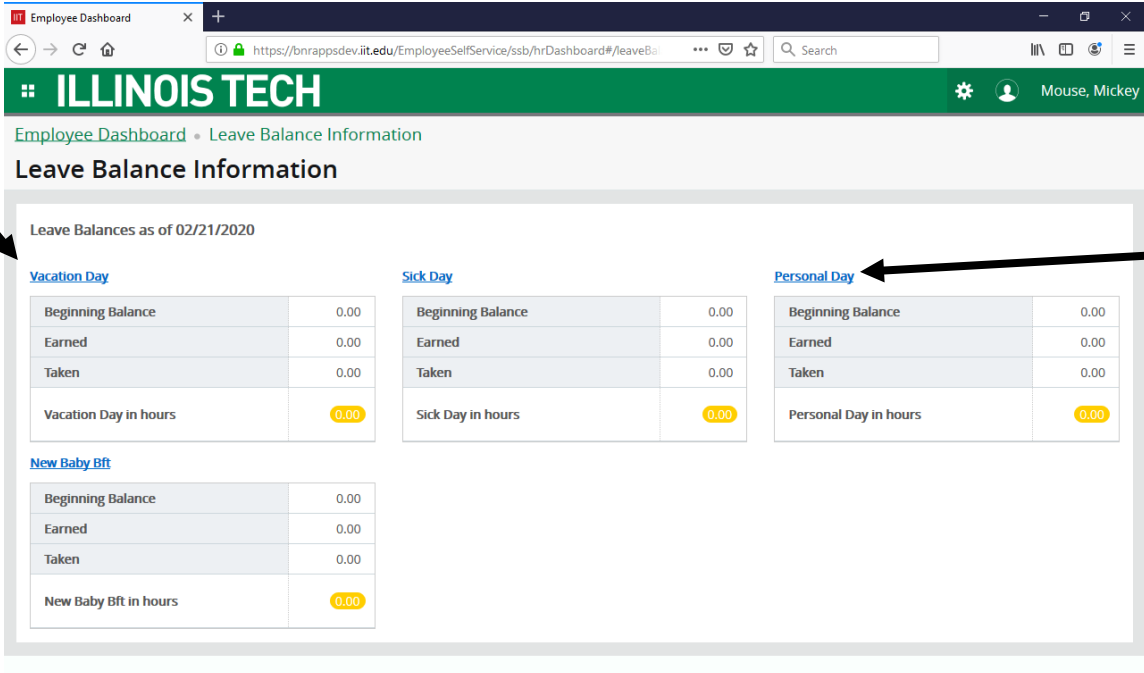
You can view leave balance information for yourself (section 1), as well as your team members (anyone for whom you are a direct supervisor – section 2), in the **Employee Profile** section of Banner 9 Self-Service. Please note that information regarding maximum accrual amounts are not listed in Banner 9 Self-Service. Information on maximum accruals, as well as any other policies surrounding these benefits, can be found in section C of the [Policies and Procedures Manual on the HR Portal](#).

Section 1: Instructions for employees wishing to view their own leave balances:

1. Log in to Banner 9 Self-Service.
2. You will see your Vacation Day, Sick Day, and Personal Day balances in hours at the top of the **Employee Dashboard** landing page (see figure 1 below).



3. To view detailed leave information, click on the link on the right hand side of the page titled [Full Leave Balance Information](#) (see figure 2 above).
4. When the page reloads, you will see leave time available at the beginning of the calendar year, as well as time earned and taken during the year for each category (see figure 3 below).



3

Employee Dashboard • Leave Balance Information

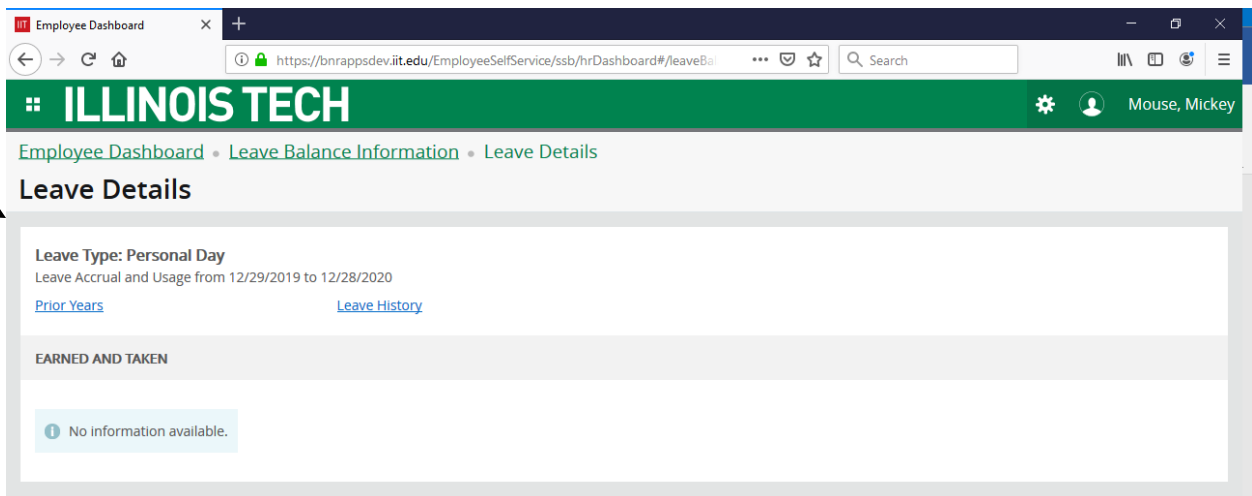
Leave Balance Information

Leave Balances as of 02/21/2020

Vacation Day		Sick Day		Personal Day	
Beginning Balance	0.00	Beginning Balance	0.00	Beginning Balance	0.00
Earned	0.00	Earned	0.00	Earned	0.00
Taken	0.00	Taken	0.00	Taken	0.00
Vacation Day in hours	0.00	Sick Day in hours	0.00	Personal Day in hours	0.00

4

- To view detail in a specific leave type, click on the link titled with the leave type's name (e.g. Personal Day – see figure 4 above).
- Once the page reloads, you will see leave taken vs. leave earned each pay period for the calendar year (information will become available as you accrue time and/or become eligible for personal days – see figure 5 below).



5

Employee Dashboard • Leave Balance Information • Leave Details

Leave Details

Leave Type: Personal Day
Leave Accrual and Usage from 12/29/2019 to 12/28/2020

[Prior Years](#) [Leave History](#)

EARNED AND TAKEN

No information available.

- To view historical leave information by year in a similar format, click on the link titled [Prior Years](#), and then when the page refreshes, use the downward facing arrow on the far right of the year you wish to view.

8. To view historical leave information for a more limited time period, but in a slightly different format, click on the link titled [Leave History](#).

Section 2: Instructions for managers needing to view leave balances for their team members (direct reports):

1. Log in to Banner 9 Self-Service.
2. Click on the blue **My Team** button on the left side of the page, to the right of your picture.
3. When the page refreshes, click on the name of the team member for whom you wish to view leave balances.
4. When the page refreshes, you will see your team member's leave available in hours by leave type.