

Employee Self-Service

Reviewing Leave Balances

Full Leave Balance Information

The **Full Leave Balance Information** link on the Employee Dashboard provides access to detailed leave information. There are two parts to the **Full Leave Balance Information** section of the dashboard. These include:

- **Leave Balance Information** – shows an overview of the leave balance information for each leave type.
- **Leave Details** – provides additional, detailed information on each leave type. When viewing the additional details for each leave type, there will be links for **Prior Years** and **Leave History**.
 - **Prior Years** - View detailed leave information for prior years.
 - **Leave History** - View the leave history for the current year.

Note: The Leave Balance section on the Employee Dashboard is not displayed if the employee does not have any associated leave balance records.

Accessing and Reviewing Leave Balance Information

To review your leave balance information, start by logging in to MyUWF and search for the **Employee Dashboard** app. Once it has opened, click on the **Full Leave Balance Information** link.

Leave Balances as of 02/14/2024			
Annual Leave in hours	405.00	Sick Leave in hours	854.75
Overtime Comp Leave in hours	0.00	Special Comp Leave in hours	40.00

[Full Leave Balance Information](#)

To view the details for a specific leave type, click on a **Leave Type** (blue text), such as Annual Leave, Sick Leave, etc.

Leave Balances as of 02/14/2024			
Annual Leave	Beginning Balance	352.00	
	Earned	172.00	
	Taken	119.00	
Annual Leave in hours		405.00	
Sick Leave	Beginning Balance	786.75	
	Earned	163.75	
	Taken	95.75	
Sick Leave in hours		854.75	
Special Comp Leave	Beginning Balance	0.00	
	Earned	40.00	
	Taken	0.00	
Special Comp Leave in hours		40.00	
Overtime Comp Leave	Beginning Balance	0.00	
	Earned	30.00	
	Taken	30.00	
Overtime Comp Leave in hours		0.00	

Employee Self-Service

Reviewing Leave Balances

Click on the **Prior Years** link to view the history for the chosen Leave Type. Click on **Leave History** for a full breakdown of the usage on a particular Leave Type.

[Employee Dashboard](#) • [Leave Balance Information](#) • [Leave Details](#)

Leave Details

Leave Type: Annual Leave
Leave Accrual and Usage from 01/01/2024 to 12/31/2024

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

EARNED AND TAKEN

No information available.

When you enter the **Prior Years** information screen you will see date ranges. Click the arrow to expand the section for the chosen date range.

[Employee Dashboard](#) • [Leave Balance Information](#) • [Leave Details](#) • [Prior Years](#)

Leave Details

Leave Type: Annual Leave

01/01/2023 - 12/31/2023

01/01/2022 - 12/31/2022

01/01/2021 - 12/31/2021

From here you are able to review the leave **Earned and Taken** for the specific Leave Type.

01/01/2023 - 12/31/2023

Leave Accrual and Usage from 01/01/2023 to 12/31/2023

EARNED AND TAKEN

<p>Payroll Type: Bi-Weekly Pay Period: 09/17/2023 - 09/30/2023 Date Paid: 10/06/2023</p> <p>Taken: 0.00 in hours</p> <p>Earned: 7.00 in hours</p>	<p>Payroll Type: Bi-Weekly Pay Period: 09/03/2023 - 09/16/2023 Date Paid: 09/22/2023</p> <p>Taken: 0.00 in hours</p> <p>Earned: 7.00 in hours</p>	<p>Payroll Type: Bi-Weekly Pay Period: 08/20/2023 - 09/02/2023 Date Paid: 09/08/2023</p> <p>Taken: 0.00 in hours</p> <p>Earned: 7.00 in hours</p>
---	---	---

Employee Self-Service

Reviewing Leave Balances

To view leave usage reported as taken, scroll down to the **Report Usage** section. This will show you the hours of leave taken in any given pay period in which it was reported. (Not all employees will have a Report Usage section.)

REPORT USAGE		
Payroll Type: Bi-Weekly Pay Period: 11/12/2023 - 11/25/2023 Date Paid: 12/01/2023	Payroll Type: Bi-Weekly Pay Period: 08/06/2023 - 08/19/2023 Date Paid: 08/25/2023	Payroll Type: Bi-Weekly Pay Period: 04/16/2023 - 04/29/2023 Date Paid: 05/05/2023
Taken: 24.00 in hours	Taken: 1.50 in hours	Taken: 16.00 in hours
Payroll Type: Bi-Weekly Pay Period: 04/02/2023 - 04/15/2023 Date Paid: 04/21/2023	Payroll Type: Bi-Weekly Pay Period: 03/05/2023 - 03/18/2023 Date Paid: 03/24/2023	Payroll Type: Bi-Weekly Pay Period: 02/19/2023 - 03/04/2023 Date Paid: 03/10/2023
Taken: 1.50 in hours	Taken: 40.00 in hours	Taken: 24.00 in hours

Going back to the **Leave Detail** window, you can click on **Leave History** to get a breakdown of changes by pay period.

Annual Leave					
Effective Date: 12/14/2023	Change Reason: Leave Report process updated hours taken.	Beginning Balance: 352.00 in hours	Earned: 165.00 in hours	Taken: 115.00 in hours	Current Available: 402.00 in hours
Effective Date: 12/05/2023	Change Reason: Leave Report process updated hours taken.	Beginning Balance: 352.00 in hours	Earned: 140.00 in hours	Taken: 115.00 in hours	Current Available: 377.00 in hours
Effective Date: 10/02/2023	Change Reason: PHPUPDT program updated hours accrued, taken and banked.	Beginning Balance: 352.00 in hours	Earned: 140.00 in hours	Taken: 91.00 in hours	Current Available: 401.00 in hours

TIP: Use the Breadcrumb Menu at the top of the page to easily navigate back to a previous page. Each link will take you back to that page.

Employee Dashboard • Leave Balance Information • Leave Details • Leave Balance History
Leave Balance History