## **Employee Dashboard – Reviewing Leave Balances**

**Employee Dashboard** is a part of Banner Self-Service that allows employees to access pay stub information, tax documents, leave balances and much more. **Leave balances** will display at the top of the screen as soon as you launch the dashboard.

## Leave Balances

- 1. Log into <u>myCuesta</u>. Then, select the Employee Dashboard icon. Contact <u>ITsupport@cuesta.edu</u> if you need any assistance with logging in.
- Employee Dashboard
- A summary of Sick, Vacation, Compensatory, and Floating hour balances will display. Select the *Full Leave Balance Information* link to access details regarding Beginning Balance, Banked, Earned, and Taken for each category.

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Employee Dashboard					
Employee Dashboa	rd				
2	Leave Balances as of 01/14/2022				
	Sick in hours	97.43 Vacation	in hours (60.51)	Compensatory Time in hours	0.00
	Floating Holiday in hours	8.00			
				Full Lea	ve Balance Information

3. If information does not display, select *Expand All*.

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Employee Dashboard   Leave Balance Information	
Leave Balance Information	
Leave Balances as of 01/14/2022	Expand All

4. To view details for a specific category regarding Taken and Earned hours per month, select the category name (for example, select the *Vacation* link).

Beginning Balance	🖌 🕝 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓				
Banked	Employee Dashboard   Leave Balance Information  Leave Details				
Earned	Leave Details				
aken					
/acation in hours	Leave Accrual and Usage from 07/01/2021 to 06/30/2022. Prior Years Leave History				
	EARNED AND TAKEN				
	Payroll Type: End of month payroll Pay Period: 12/01/2021 - 12/01/2021 Date Paid: 12/01/2021				
	Taken: Earned: 0.00 in hours 7.33 in hours				
	Payroll Type: End of month payroll Pay Penod: 09(01/2021 - 09(0)/2021 Date Paid: 09(0)/2021				
	Taken: Earned:				

*Effective 6/30/22 classified employees cannot carry over more than two years of vacation time. You will not continue to accrue additional vacation time until your balance is below your two year limit per Article7.1 of the <u>CCCUE Collective Bargaining Agreement</u>.*