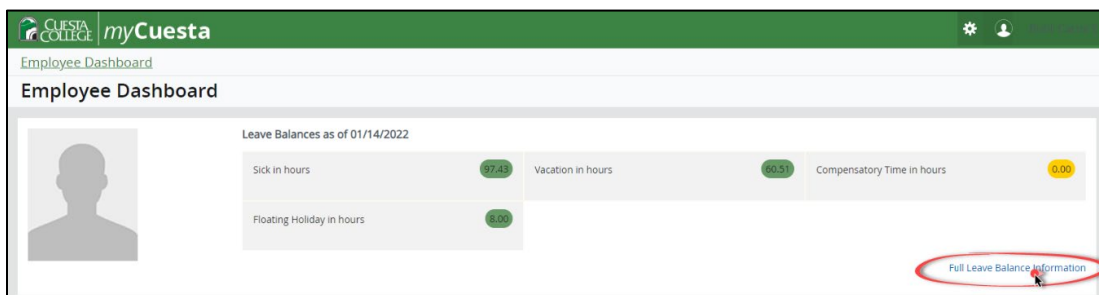
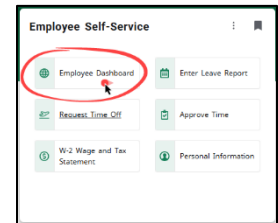


Employee Dashboard – Reviewing Leave Balances

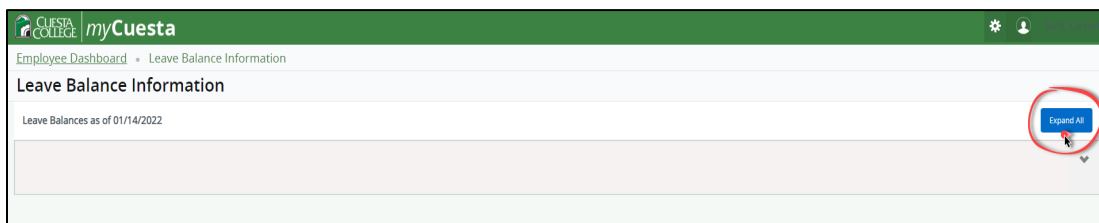
Employee Dashboard is a part of Banner Self-Service that allows employees to access pay stub information, tax documents, leave balances and much more. **Leave balances** will display at the top of the screen as soon as you launch the dashboard.

Leave Balances

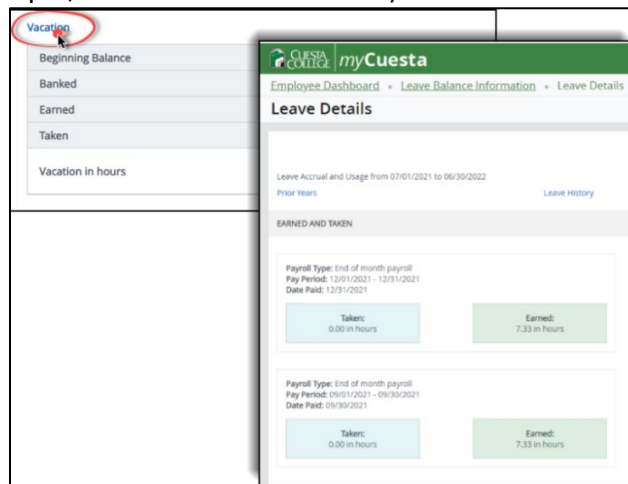
1. Log into [myCuesta](#). Then, select the Employee Dashboard link on the Employee Self-Service card. Contact ITsupport@cuesta.edu if you need any assistance with logging in.
2. A summary of Sick, Vacation, Compensatory, and Floating hour balances will display. Select the **Full Leave Balance Information** link to access details regarding Beginning Balance, Banked, Earned, and Taken for each category.



3. If information does not display, select **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).



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 Article 7.1 of the [CCCU Collective Bargaining Agreement](#).