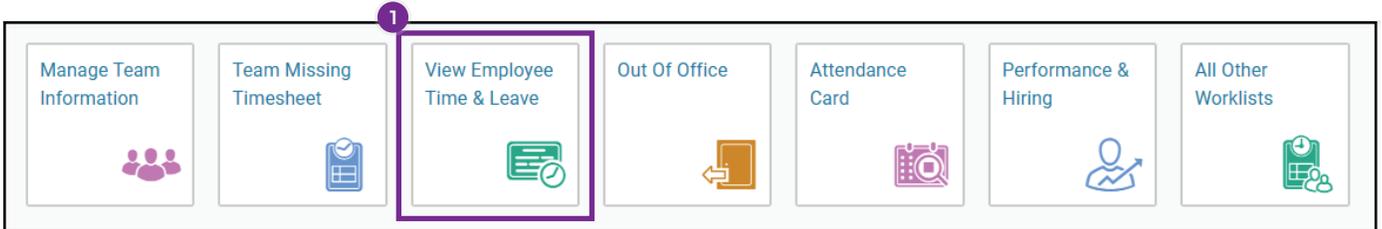


# View Employee Available Leave Balances

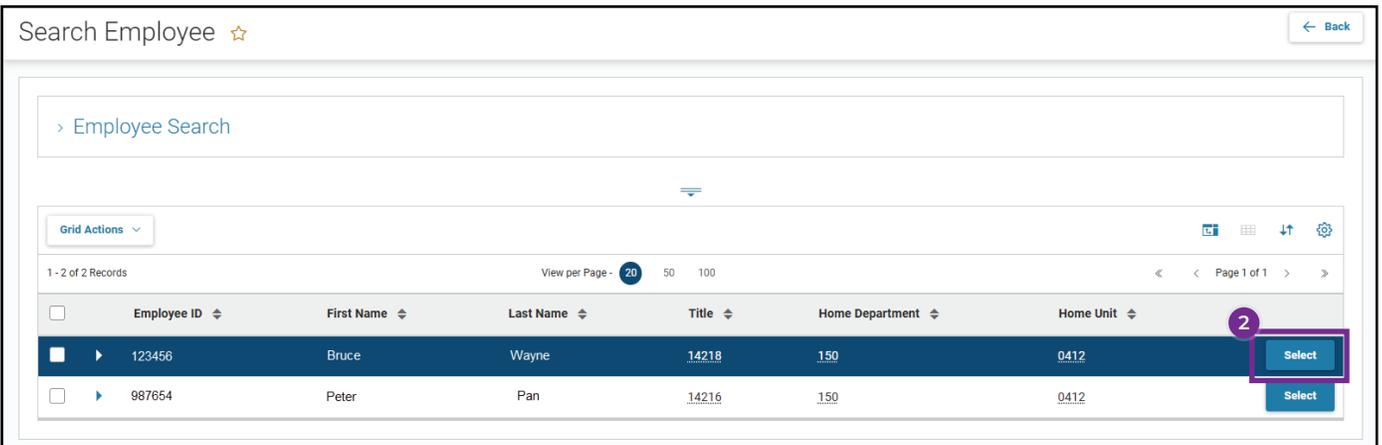
## Instructions

1. Click on the **View Employee Time & Leave** tile on the Manager Dashboard landing page.

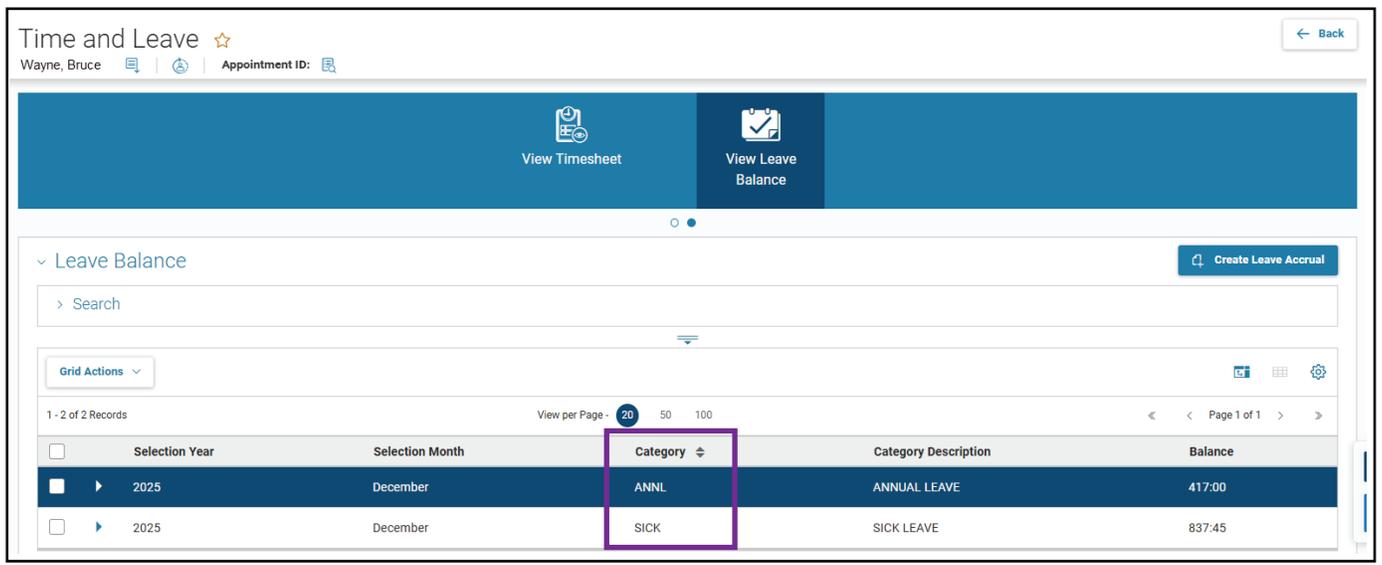


The **Employee Search** page will display.

2. Choose the employee you want to view and click **Select**.



This takes you to your employee's **Time and Leave** page, showing all their current leave categories.



The **Time and Leave** page shows:

- Category — such as annual, sick, or comp leave.
- Balance — total accrued leave.



## TIPS FOR SUCCESS

- Check employee balances before approving a new request.
- Pay attention to pending hours, which may impact what's available.
- If their balance looks incorrect, reach out to HR or Payroll for assistance.