

Arkansas State University Employee Self Service Viewing Leave Balances

Login Instructions

1. Login to **myCampus**: <https://mycampus.astate.edu/>
2. Click on the **Self Service** Icon in the Employee folder

Leave Balances

Leave accruals occur during the payroll process.


Click on the **Leave Balances** link.

- The **Available Beginning Balance** is the amount of hours that were available at the beginning of the year.
- **Earned as of ***** is the total hours accrued in the current year as of the date listed.
- **Taken as of ***** is the total hours taken in the current year as of the date listed.
- **Available Balance as of ***** is the total hours available.

Note: The Leave Types are different based on the employee's position.

Leave Balances

Problems with this screen? Please contact [BANNER /Tech Support](#) for assistance

 Select the link under the Type of Leave column to access detailed information. FOR OTHER QUESTIONS: Please contact Human Resources at 972-3454.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Jun 24, 2015	Taken as of Jun 24, 2015	Available Balance as of Jun 24, 2015
Child Education Leave	Hours	8.00	.00	.00	8.00
Compensatory Time Accrued	Hours	.00	.00	.00	.00
Emergency Paid Leave- Gov grant	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Sick Leave	Hours	229.25	20.00	9.50	239.75
Suspense for Vac & Sick	Hours	.00	.00	.00	.00
Vacation	Hours	133.64	37.50	72.50	98.64
Wellness Release Time	Hours	.00	.00	.00	.00