Arkansas State University
Internet Native Banner
Employee Leave Balances

To access Internet Native Banner:
1. Log in to myCampus: [https://mycampus.astate.edu/](https://mycampus.astate.edu/)
2. Click on the Employee folder and click on INB

**PEALEAV – Employee Leave Balances**
The Employee Leave Balances Form allows you to view, track and update the leave balance for each leave code associated with each job assignment.

1. Enter **PEALEAV** in the Go To menu and press Enter
2. Enter the Employee’s ID number
3. Perform a Next block to view the leave balances

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Date Available</th>
<th>Day or Hour</th>
<th>Begin Balance</th>
<th>Accrued</th>
<th>Token</th>
<th>Current Available</th>
<th>Banked</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sick</strong></td>
<td>22-AUG-2011</td>
<td>M</td>
<td>383.00</td>
<td>88.00</td>
<td>26.00</td>
<td>415.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>VACATION</strong></td>
<td>22-AUG-2011</td>
<td>M</td>
<td>105.00</td>
<td>117.00</td>
<td>50.00</td>
<td>245.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Contact Payroll Services at 972-2293 for additional assistance.