

# Arkansas State University Internet Native Banner Employee Leave Balances

**To access Internet Native Banner:**

1. Log in to myCampus: <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



Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
<b>SICK</b> Sick	22-AUG-2011	H	353.00	88.00	26.00	415.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
<b>SUSP</b> Suspense	22-AUG-2011	H	0.00	0.00	0.00	0.00	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							
<b>VACA</b> Vacation	22-AUG-2011	H	185.00	117.00	56.50	245.50	0.00
Change Reason: PHPUPDT program updated hours accrued, taken and banked.							

Contact Payroll Services at 972-2293 for additional assistance.