



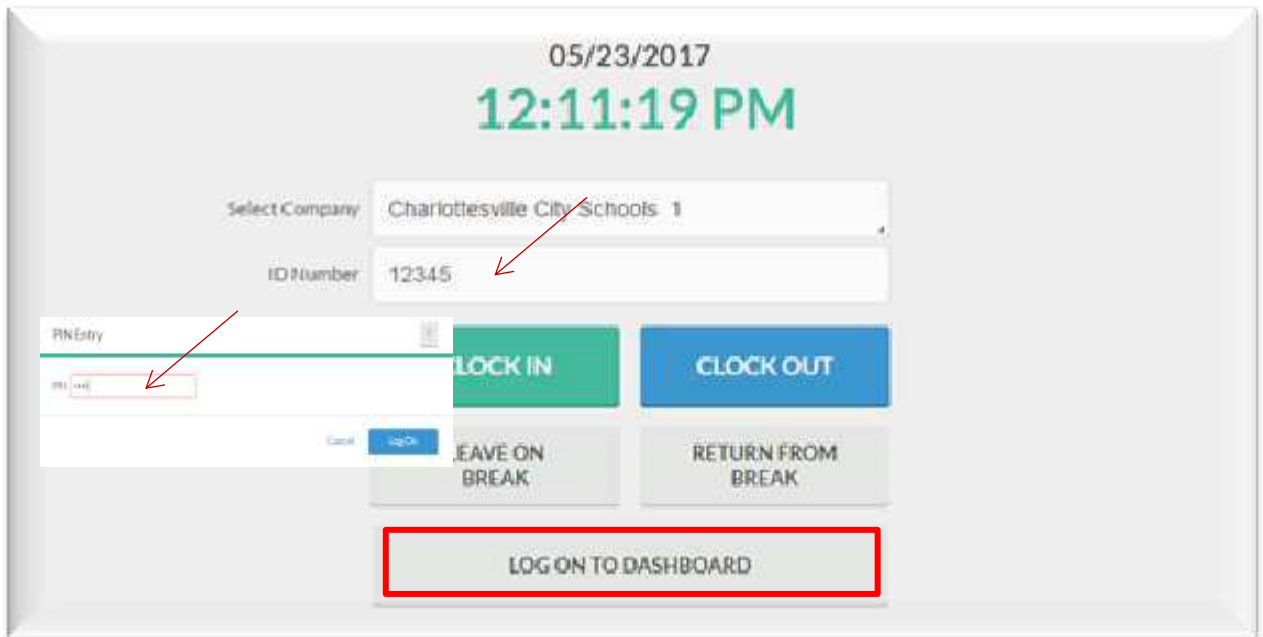
# Viewing Leave Balances

Salaried Exempt & Non Exempt Staff

Version 5-23-17

In this Guide, you will learn how to view your leave balances.

## Step 1



05/23/2017  
12:11:19 PM

Select Company: Charlottesville City Schools 1

ID Number: 12345

PN Entry: [ ]

LOCK IN

CLOCK OUT

LEAVE ON BREAK

RETURN FROM BREAK

LOG ON TO DASHBOARD

- Launch **WebClock** (Using the Kiosk or Web Browser from any computer) and enter your **Employee ID Number**
- Choose **LOG ON TO DASHBOARD**
- Enter Your **PIN** (Last 4 of Your Social Security Number) and Click **LOG ON**

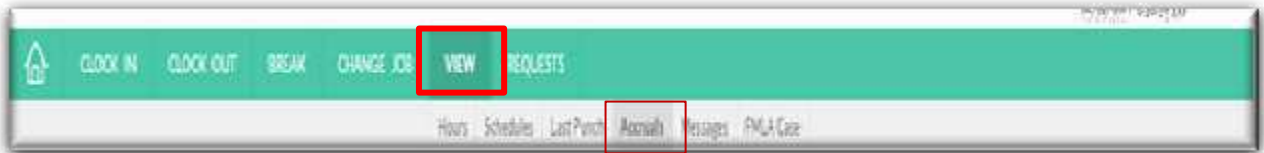


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## Step 2



- Click on the **VIEW** Tab
- Click on **ACCRUALS**

## Step 3

ACCRUALS

Select forecast date: 05/28/2017

Showing 4 records of 4

Leave Bank†	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
12 Month 7 Hour Personal Pre	0.0000	0.0000	0.0000	0.0000	0.0000
12 Month 8 Hour Personal Pre	36.0000	0.0000	0.0000	0.0000	36.0000
12 Month 8 Hour Sick	35.0000	10.0000	8.0000	0.0000	37.0000
12 Month 8 Hour Vacation	28.0000	8.0000	0.0000	0.0000	36.0000

- Choose a **forecast date** to see your projected leave balances as of that date, and click **UPDATE**. If you want to see your balances as of today, simply enter the current date.
- You now see all of your leave balances as of the forecast date.