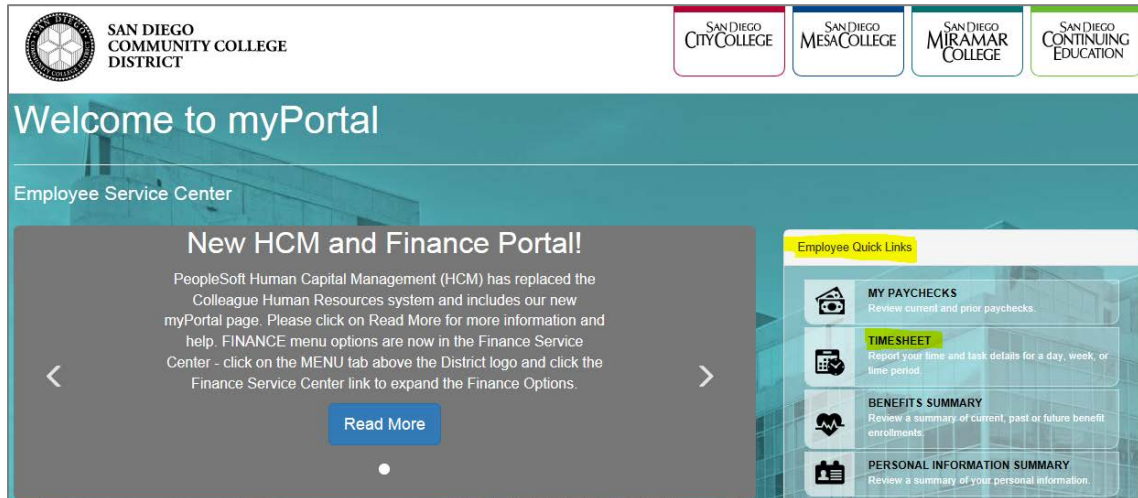


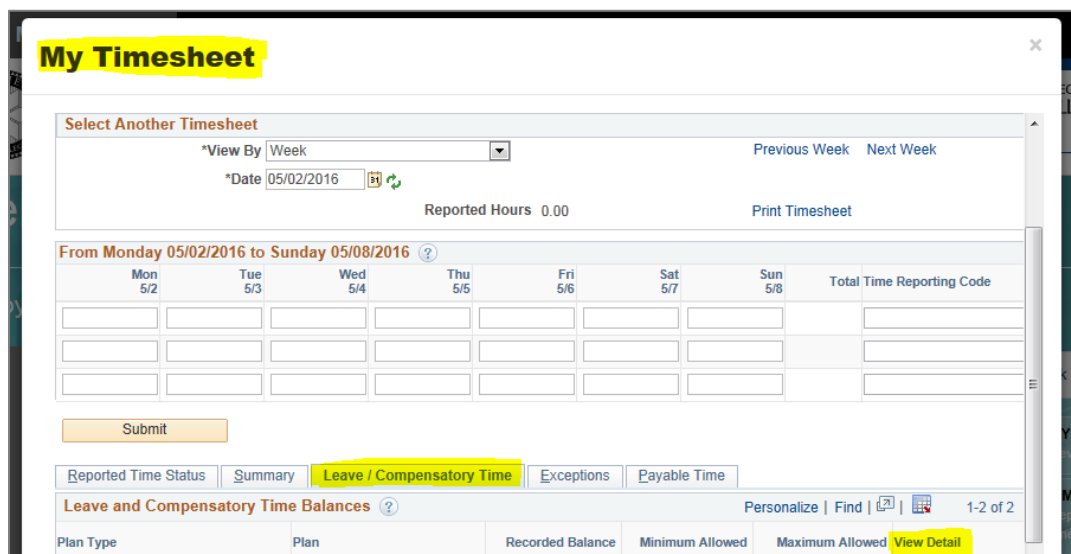
## How to Review and Confirm Leave Balances in HCM

Employee leave accruals are updated and available for view in MyPortal on the 1<sup>st</sup> of each month. Leave accruals shown on your pay check stubs are from the previous month. Please use the steps below to sign in and view your current leave balances and accruals. If you have any questions about your leave balances please do not hesitate to contact Payroll at 619-388-6582.

- Sign into PeopleSoft MyPortal via the web link found under Employee Resources on the District's Main Web Page or click [PeopleSoft MyPortal](#)
- Once signed in, click on the "Time Sheet" link located under "Employee Quick Links" on the right side of the page



- A window will open labeled **My Timesheet**
- Employee leave accruals are displayed by clicking on the Tab **Leave/Compensatory Time**



- To view detail by plan, click on the icon in the **View Detail** column