

View Leave Balances and Unprocessed Timesheets

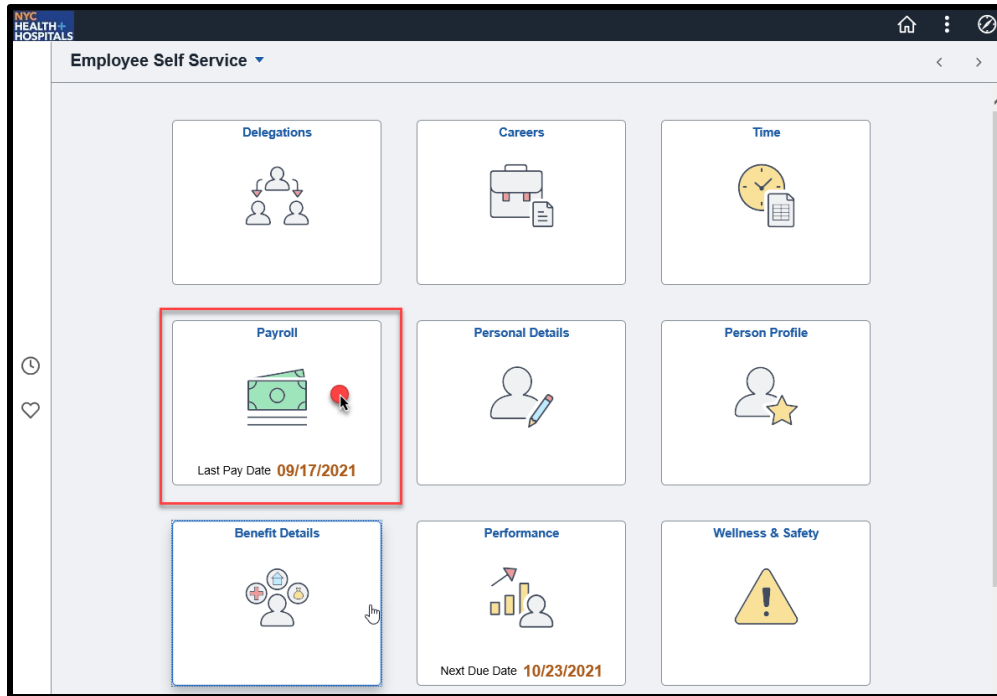
TABLE OF CONTENTS

PAGE 2: **[View Leave Balances](#)**

PAGE 3: **[View Unprocessed Timesheets](#)**

How to View Leave Balances

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.

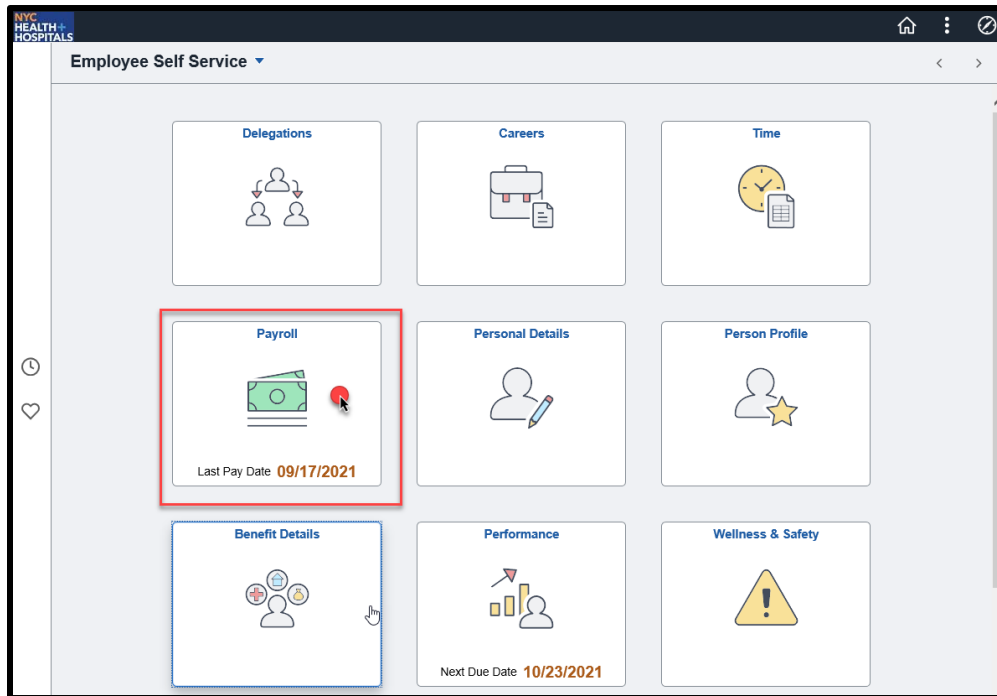


2. Select the **View Leave Balances** option from the menu on the left to view your leave balances.



How to View Unprocessed Timesheets

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.



2. Select the **View Unprocessed Timesheets** option from the menu on the left to view your unprocessed timesheets.

