

## **<u>View Leave Balances and Unprocessed Timesheets</u>**

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**View Leave Balances** 

## NYC HEALTH+ HOSPITALS

## **How to View Leave Balances**

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

Employee Self Service V			97			
	Delegations	Careers	Time			
	4 <u>8</u> <u>8</u> <u>8</u>					
	Payroll	Personal Details	Person Profile			
		20				
	Last Pay Date 01/19/2024					
	Benefit Details	Performance	Wellness & Safety			
	() () () () () () () () () () () () () (		<u>.</u>			
		9 Current Documents				
	Upload Documents	Emergency Reassignment				
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**2.** Select the **View Leave Balances** option from the menu on the left to view your leave balances.

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Payroll											
📆 Paychecks	Empl Record	Group Code	Balance As Of	Annual Leave	Sick Leave	Comp Time	Vested Annual	Vested Sick	Vested Comp Time	Personal Leave	
Tax Withholding	0	12	01/06/2024	0177:39	0311:42	0000:00	0000:00	0000:00	0000:00	0000:00	
Employment Verification Letter											
W-4 Tax Information											
Direct Deposit											
TT2104											
View W-2/W-2c Forms											
W-2/W-2c Consent											
View Leave Balances											
View Unprocessed Timesheets											