

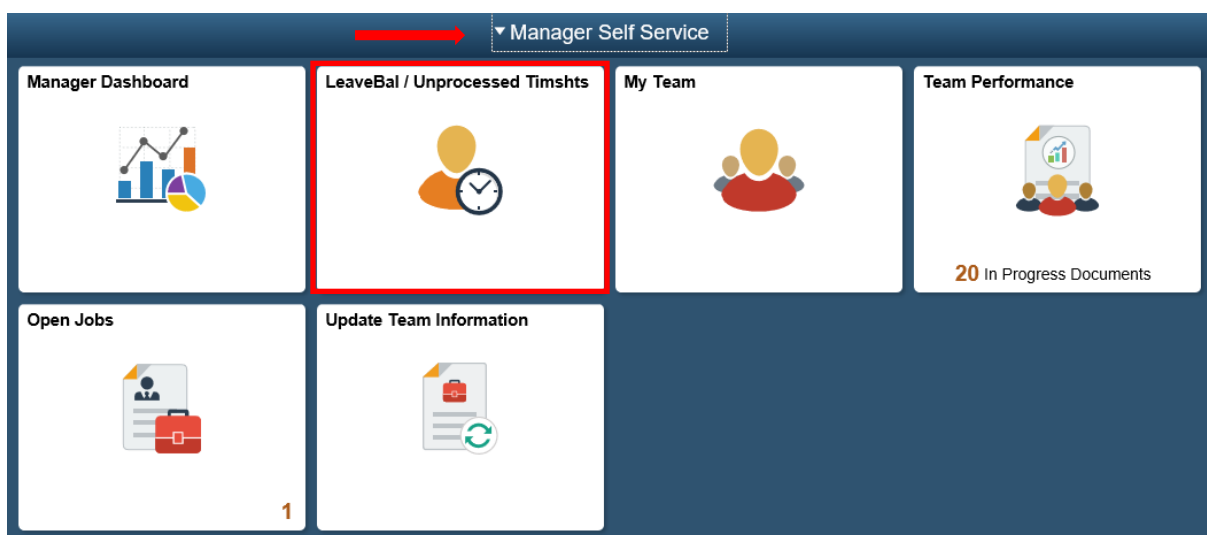
Manager Self Service (MSS) View Employee Leave Balances and Unprocessed Timesheets

The View Leave Balances Summary page allows managers to view the leave balances and unprocessed timesheets of employees for whom they are listed as the 'Reports to' manager in PeopleSoft.

The information is updated daily, Monday – Friday.

View Employee Leave Balances

Navigation: Manager Self Service ([Home Page](#)) > LeaveBal / Unprocessed Timesheets tile



1. Select **Yes** and click the **Leave Balances Summary** button to view leave balances for the selected employee.

Leave Balance and Unprocessed Time Sheets Summary		
<input checked="" type="radio"/> Yes	000020041	MOLLY MANAGER
<input type="radio"/> No	000032130	MELISSA MOORE
<input type="radio"/> No	000077834	NURSE NORTON
<input type="radio"/> No	000078336	DOCTOR MILLER
<input type="radio"/> No	100002909	JOHN SMITH
<input type="radio"/> No	100090562	ARUNA MASON

Leave balance information for the selected employees displays.

Manager Self Service								
Employee ID 000020041								
Empl Record	Group Code	Balance As of	Annual Leave	Sick Leave	Comp Time	Vested Annual	Vested Sick	Vested Comp Time
0	12	07/04/2020	0083:30	0060:40	0000:00	0000:00	0000:00	0000:00

2. Click the **Back** button to return to the Leave Balance and Unprocessed Timesheets Summary page.

View Unprocessed Timesheets

Navigation: Manager Self Service ([Home Page](#)) > LeaveBal / Unprocessed Timesheets tile

1. Select **Yes** and click the **Unprocessed Timesheets Summary** button to view an employee's unprocessed timesheets.

Manager Self Service		Manager Self Service	
Leave Balances and Unprocessed Timesheets Summary			
Select Yes and the applicable button below to view employee's leave balances or unprocessed timesheets			
<input checked="" type="radio"/> Yes	000020041	MOLLY MANAGER	
<input type="radio"/> No	000032130	MELISSA MOORE	
<input type="radio"/> No	000077834	NURSE NORTON	
<input type="radio"/> No	000078336	DOCTOR MILLER	
<input type="radio"/> No	100002909	JOHN SMITH	
<input type="radio"/> No	100090562	ARUNA MASON	
Leave Balances Summary		Unprocessed Timesheets Summary	

The Unprocessed Timesheets Summary page displays the selected employee's unprocessed timesheets

Manager Self Service		Manager Self Service	
Back	Employee 000020041 MOLLY MANAGER		
Empl Record	Unprocessed Timesheets		
0	2011		

2. Click the **Back** button to return to the Leave Balance and Unprocessed Timesheets Summary page.