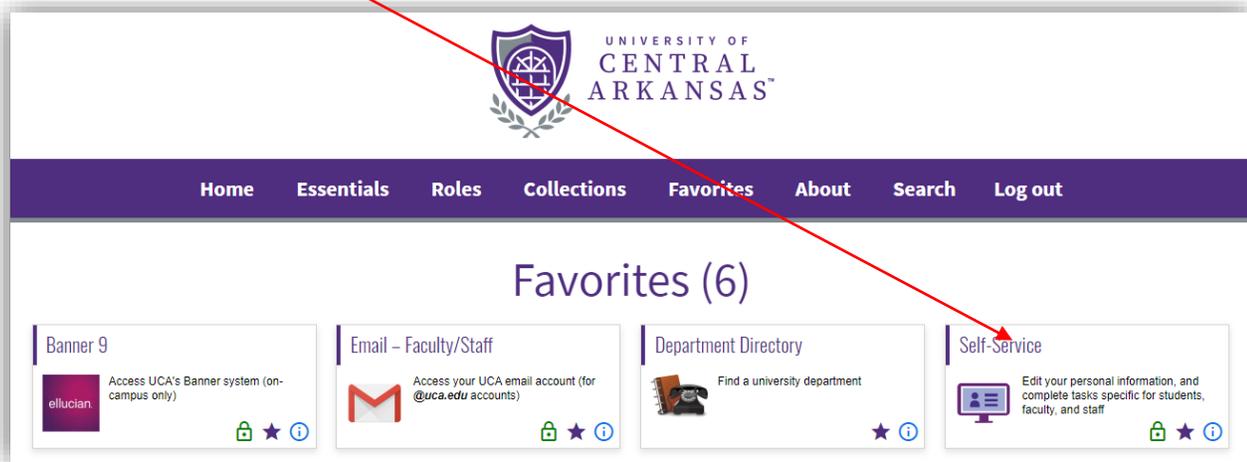
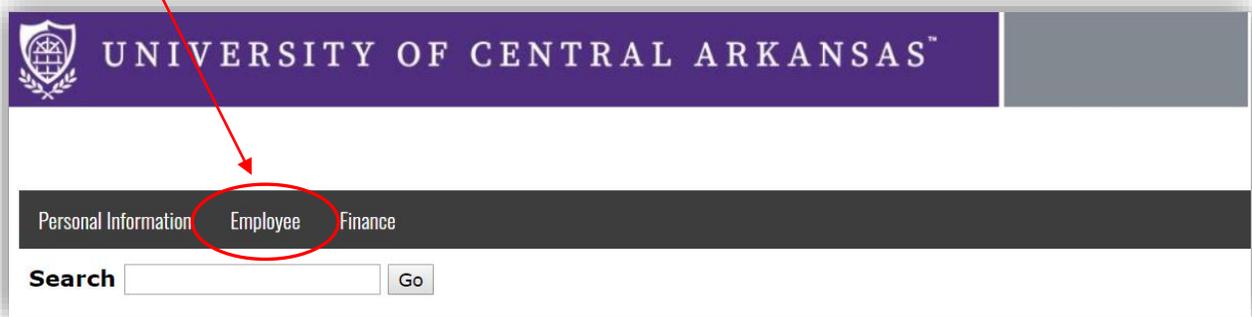


# Viewing Leave Balances & Leave Details via Self-Service

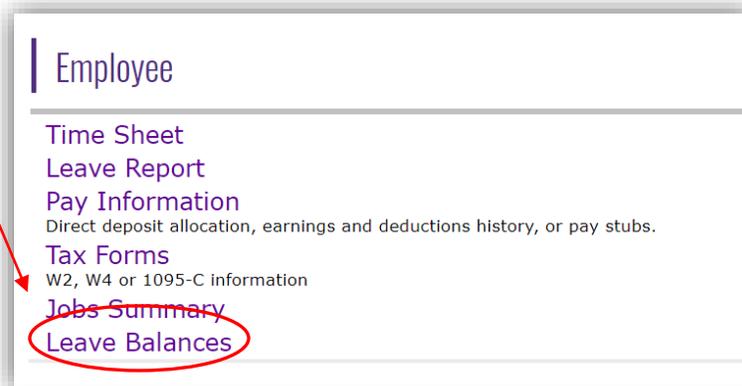
- ◆ Log in to myUCA: <https://my.uca.edu/>
- ◆ Select **SELF-SERVICE**



- ◆ Select **EMPLOYEE** section



- ◆ Select **LEAVE BALANCES**



# Viewing Leave Balances & Leave Details via Self-Service

View all leave for **Current Calendar Year**

- ◆ Available Beginning Balance
  - Leave available at the beginning of each calendar year.
- ◆ Earned as of
  - Leave you have earned as of current day of current calendar year.
- ◆ Taken as of
  - Leave you have taken as of last approved leave report.
  - If you have an “In Progress or Pending” leave report these hours will not show correct balance.

*Note: Add unapproved taken hours to taken as of total to show correct taken as of balance.*
- ◆ Available Balance as of
  - Leave you can currently use.
  - If you have an “In Progress or Pending” leave report these hours will not show correct balance.

*Note: Subtract unapproved taken hours from available balance as of hours to show correct available balance.*

**Leave Balances**

Select the link under the Type of Leave column to access detailed information.

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Mar 03, 2020	Taken as of Mar 03, 2020	Available Balance as of Mar 03, 2020
<a href="#">Catastrophic Leave</a>	Hours	.00 Mar 27, 2012	.00	.00	.00	.00
<a href="#">Compensatory Time</a>	Hours	.00 Mar 27, 2012	4.89	.50	4.89	.50
<a href="#">Child Education Leave</a>	Hours	.00 Mar 26, 2012	.00	8.00	2.00	6.00
<a href="#">Family Medical Leave</a>	Hours	.00 Mar 26, 2012	.00	.00	.00	.00
<a href="#">Family Medical Leave Maternity</a>	Hours	.00 Mar 26, 2012	.00	.00	.00	.00
<a href="#">Military Pay</a>	Hours	.00 Mar 26, 2012	.00	.00	.00	.00
<a href="#">Overage</a>	Hours	.00 Mar 27, 2012	.00	.00	.00	.00
<a href="#">Sick Pay</a>	Hours	.00 Mar 26, 2012	77.25	16.00	59.36	33.89
<a href="#">Vacation Pay</a>	Hours	.00 Mar 26, 2012	101.93	24.00	4.75	121.18
<a href="#">Volunteer Staff Separate Hours</a>	Hours	.00 Mar 26, 2012	.00	.00	.00	.00
<a href="#">Workers Compensation Pay</a>	Hours	.00 Mar 27, 2012	.00	.00	.00	.00

- ◆ Select the **Type of Leave (Leave Name)** to view leave details such as leave **Earned** and **Taken** break down per pay period.

**Leave Detail**

**Vacation Pay**

**Leave Accrual and Usage from Jan 02, 2020 to Jan 01, 2021**

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days	Earned	Taken
Semi-Monthly	Feb 28, 2020	Feb 16, 2020	Feb 29, 2020	Hours	6.00	.00
Semi-Monthly	Feb 14, 2020	Feb 01, 2020	Feb 15, 2020	Hours	6.00	.00
Semi-Monthly	Jan 31, 2020	Jan 16, 2020	Jan 31, 2020	Hours	6.00	.00
Semi-Monthly	Jan 15, 2020	Jan 01, 2020	Jan 15, 2020	Hours	6.00	.00

**Leave Report Usage from Jan 02, 2020 to Jan 01, 2021**

Leave Report Type	Date Paid	Leave Period Begin Date	Leave Period End Date	Hours or Days	Taken
Leave Reporting	Feb 28, 2020	Feb 16, 2020	Feb 29, 2020	Hours	4.75