Viewing Leave Balances & Leave Details via Self-Service

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

		ENTRAL KANSAS	
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Banner 9 ellucian Access UCA's Banner system (on- campus only)	Email – Faculty/Staff Access your UCA email account (for @uca.edu accounts)	Department Directory Find a university department * ①	Edit your personal information, and complete tasks specific for students, faculty, and staff

Select EMPLOYEE section

UNIVERSITY OF CENTRAL ARKANSAS"	
Personal Information Employee Finance	
Search Go	

Select LEAVE BALANCES

Employee	
Time Sheet Leave Report Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms W2, W4 or 1095-C information Jobs Summary 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.							
List of Leave Types							
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	
Catastrophic Leave	Hours	.00 Mar 27, 2012	.00	.00	.00	.00	
Compensatory Time	Hours	.00 Mar 27, 2012	4.89	.50	4.89	.50	
Child Education Leave	Hours	.00 Mar 26, 2012	.00	8.00	2.00	6.00	
Family Medical Leave	Hours	.00 Mar 26, 2012	.00	.00	.00	.00	
Family Medical Leave Maternity	Hours	.00 Mar 26, 2012	.00	.00	.00	.00	
Military Pay	Hours	.00 Mar 26, 2012	.00	.00	.00	.00	
Overage	Hours	.00 Mar 27, 2012	.00	.00	.00	.00	
Sick Pay	Hours	.00 Mar 26, 2012	77.25	16.00	59.36	33.89	
Vacation Pay	Hours	.00 Mar 26, 2012	101.93	24.00	4.75	121.18	
Volunteer Staff Sevate Hours	Hours	.00 Mar 26, 2012	.00	.00	.00	.00	
Workers Compensation Pay	Hours	.00 Mar 27, 2012	.00	.00	.00	.00	

Select the <u>Type of Leave (Leave Name)</u> to view leave details such as leave Earned and Taken break down per pay period.

Leave Detail						
Vacation Pay				4		
Leave Accrual and Usage from	Jan 02, 2020 t	o Jan 01, 2021		\frown		
Payroll Type Date Paid Pay I	Period Begin Da	ate Pay Period End Da	ate Hours or Da	ys Earned T	aken	
Semi-Monthly Feb 28, 2020 Feb 1	6, 2020	Feb 29, 2020	Hours	6.00	.00	
Semi-Monthly Feb 14, 2020 Feb 0	1, 2020	Feb 15, 2020	Hours	6.00	.00	
Semi-Monthly Jan 31, 2020 Jan 1	6, 2020	Jan 31, 2020	Hours	6.00	.00	
Semi-Monthly Jan 15, 2020 Jan 0	1, 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 Pe	riod End Date H	lours or Day	s (Taken)	
Leave Reporting Feb 28, 202	0 Feb 16, 2020	Feb 29, 20)20 H	lours	4.75	