## View Unclassified Employee Leave

Warning! <u>**We recommend against using public or shared computers to access Self-Service.**</u> To protect the security of this information, it is important for you to follow proper sign out procedures, **delete the Internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session**. You can access Employee self-Service by clicking on self-service icon found in the top

right corner of the LSUHSC homepage, . Or by clicking the hyperlink provided here (http://employeeselfservice.lsuhsc.edu) and then signing into PeopleSoft.

1.   Click the **Main Menu** button.

Click the **Self Service** menu.

Click the **Benefits** menu.

Click the **View Leave for Unclassified** menu.
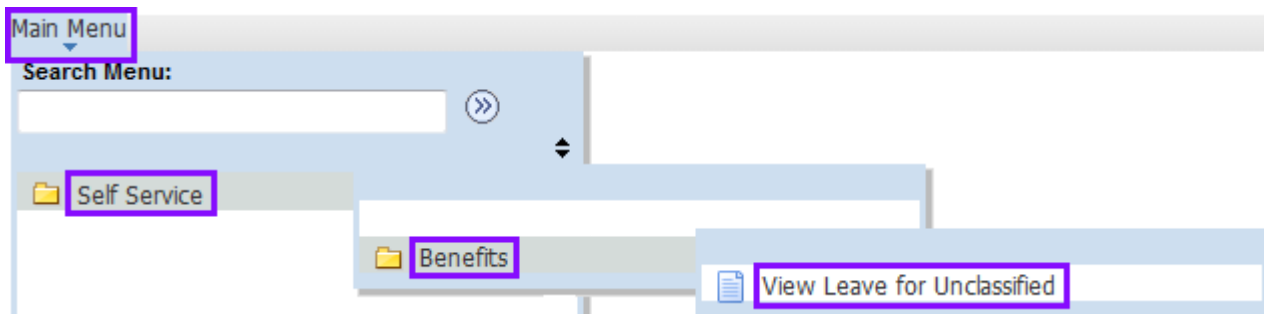
2.   The most current date of leave will display first in the Leave Data list. You can use the Find feature to search for a specific date.

Leave for Unclassified

John Doe   Empl ID:
Job Title: Empl Rcd: 0

Leave Balance

Plan Type	Balance As of Date	Current Balance	Leave Taken	Cur Bal - Lv Taken
Sick	06/30/2014	238.50	8.00	230.50
Vacation	06/30/2014	130.80	0.00	130.80

Leave Data

Find View 100 | | First ◄ 1-10 of 213 ► Last

Start Date	End Date	Leave Code	Description	Hours
06/11/2014	06/11/2014	MLS	MONTHLY-SICK LEAVE	8.00
05/28/2014	05/30/2014	MLS	MONTHLY-SICK LEAVE	24.00
05/16/2014	05/16/2014	MLA	MONTHLY-ANNUAL LEAVE	2.00
05/15/2014	05/15/2014	MLA	MONTHLY-ANNUAL LEAVE	4.00
04/08/2014	04/08/2014	MLS	MONTHLY-SICK LEAVE	3.50
03/17/2014	03/17/2014	MLS	MONTHLY-SICK LEAVE	8.00
01/30/2014	01/30/2014	MLA	MONTHLY-ANNUAL LEAVE	6.00
01/29/2014	01/29/2014	LSP	LEAVE SPECIAL MONTHLY	8.00
01/28/2014	01/28/2014	LSP	LEAVE SPECIAL MONTHLY	8.00
01/23/2014	01/23/2014	MLS	MONTHLY-SICK LEAVE	8.00