

Quick Reference Guide

Viewing Your Leave Balances

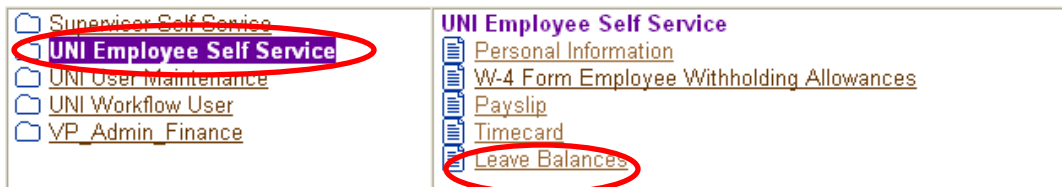
UNI e-Business Suite

VIEW YOUR LEAVE BALANCES AND USAGE

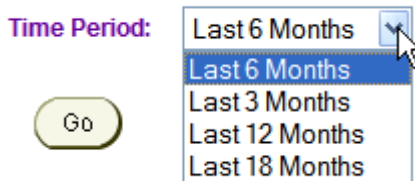
Staff can view and print their leave balances and usage in MEMFIS Applications.

1. Login to My UNiverse.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Click **UNI Employee Self Service**.

Applications



5. Click Leave Balances.
6. Select Time Period (Last 6 Months, Last 3 Months, Last 12 Months, Last 18 Months) and click Go.



7. See sample of a Leave Balance and Usage report below
8. Click the printer icon above the report to print.

12/2004

Date	Absence Type	- - Vacation - -		- - Sick Leave - -		- Other -
		Hours	Balance	Hours	Balance	Hours
01-DEC-04	Balance		337.12		270.02	
03-DEC-04	Vacation Used	-4.00	333.12		270.02	
22-DEC-04	Vacation Used	-8.00	325.12		270.02	
24-DEC-04	Holiday		325.12		270.02	8.00
27-DEC-04	Holiday		325.12		270.02	8.00
28-DEC-04	Vacation Used	-8.00	317.12		270.02	
29-DEC-04	Vacation Used	-8.00	309.12		270.02	
30-DEC-04	Vacation Used	-8.00	301.12		270.02	
31-DEC-04	Holiday		301.12		270.02	8.00
31-DEC-04	Sick Leave Conversion	4.00	305.12		270.02	
31-DEC-04	Vacation Earned	16.00	321.12		270.02	
	Converted to 8 Hour Days		40.14		33.75	

01/2005

Date	Absence Type	- - Vacation - -		- - Sick Leave - -		- Other -
		Hours	Balance	Hours	Balance	Hours
01-JAN-05	Balance		321.12		270.02	
	Converted to 8 Hour Days		40.14		33.75	

For questions email ebusiness-help@uni.edu.

Created 1/26/05 by pbw Revised 2/29/08, 6/24/11 pbw