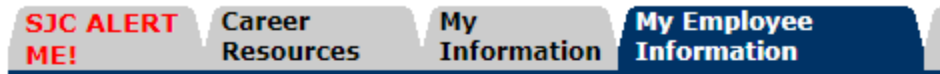


Viewing Leave Balances on the Employee Self-Service Dashboard

Log in to SOS



Search

My Employee Information

On the My Employee Information tab, click Employee Self-Service – Employee Dashboard.

Send questions or comments regarding this site to [Web for Employee Q](#)

- [Employee Self Service - Employee Dashboard](#)
- [Time Sheet](#)
- [Benefits and Deductions](#)

The screenshot shows the "Employee Dashboard" for San Jacinto College. At the top, it says "SAN JACINTO COLLEGE" and "Employee Dashboard". The main content area is titled "Employee Dashboard" and features a "Leave Balances as of 04/08/2020" section. This section contains three cards: "Sick Leave in hours" with a value of 1,250.50, "Vacation in hours" with a value of 320.00, and "Personal business in hours" with a value of 23.50. Below these are sections for "Pay Information" (with a "Latest Pay Stub" of 03/31/2020), "Earnings", and "My Activities" (with an "Enter Leave Report" button).

Leave Balances as of 04/08/2020					
Sick Leave in hours	1,250.50	Vacation in hours	320.00	Personal business in hours	23.50

Leave balances shown are as of the last payroll period. Leave time taken since the last pay period is not reflected in the current balance.

Vacation Usage Explanation

Below are three different scenarios showing the number of vacation hours that must be used between now and June 14:

Example 1:

- Employee earns two weeks' vacation (80 hours per year)
- Current vacation balance is: 130 hours
- Subtract the allowable carryover from the vacation balance (130 hours - 80 hours)
- Remaining balance: 50 hours
- Employee must use 25 vacation hours (half of 50) between now and June 14

Example 2: Employee's length of service is nine years as of September 1, 2020

- Employee earns two weeks' vacation (80 hours per year)
- Current vacation balance including carryover: 140 hours
- New allowable carryover balance effective September 1, 2020: 120 hours (due to the employee reaching nine years of service on September 1, 2020)
- Subtract the allowable carryover from the vacation balance: (140 hours - 120 hours)
- Remaining balance: 20 hours
- Employee must use 10 vacation hours (half of 20) between now and June 14

Example 3:

- Employee earns three weeks' vacation (120 hours per year)
- Current vacation balance: 200 hours
- Subtract the allowable carryover from the vacation balance: (200 hours - 120 hours)
- Remaining balance: 80 hours
- Employee must use 40 vacation hours (half of 80) between now and June 14

Service Chart

Employees reaching a new vacation earnings tier on 9/1/2020 will be those employees with an adjusted service date of the following:

Time	Number of Hours	Adjusted Service Date*
Starting 9 th year of service	120 hours	9/1/2012
Starting 16 th year of service	160 hours	9/1/2005
Starting 25 th year of service	200 hours	9/1/1996

*Adjusted service date is always 9/1 of a fiscal year. The full-time hire date (on/before March 1 or after), is used to establish the adjusted service date for calculating vacation earnings. See [Vacation Procedure](#) for additional clarification.