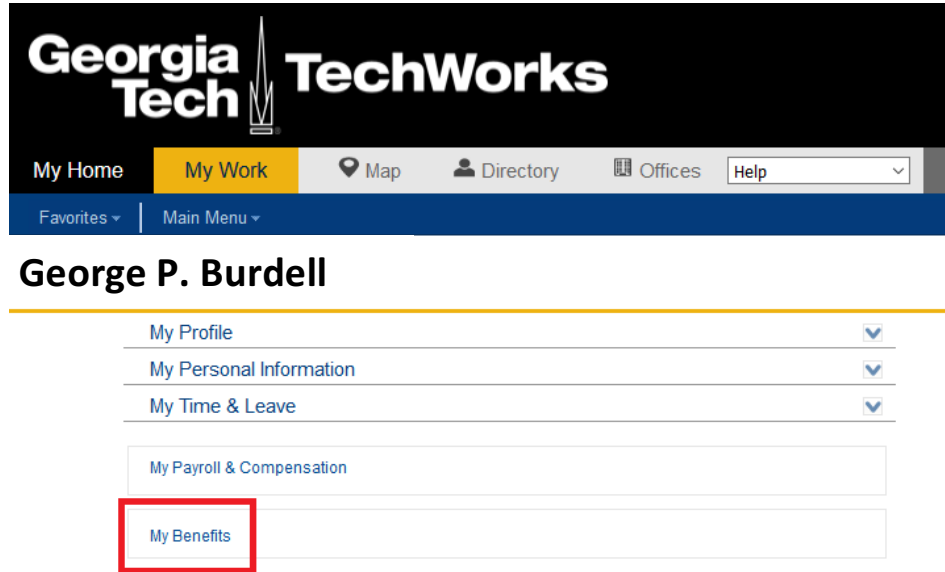
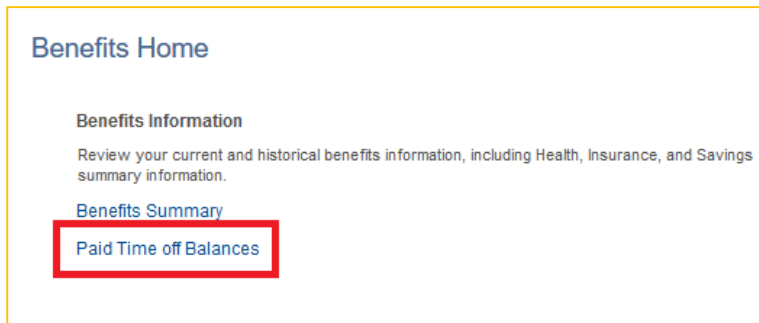


1. Access TechWorks and select My Benefits or the Benefits tile:



2. Under Benefits Home select Paid Time off Balances:



3. Review leave balances:

Paid Time off Balances as of Pay End Date:

Click on the magnifying glass to view balances for a different pay end date.

George P. Burdell

Leave Type	Balance Brought Forward	Year-to-Date Accrual (+)	Year-to-Date Taken (-)	Year-to-Date Adjustments +/-	Year-to-Date Balance
Sick					
Vacation					
EdSupLeave					

Please note: Accruals are available the first workday of the next pay period. When viewing accruals for the current pay period end date, monthly balances reflect the current month accruals and the prior month time taken.

Bi-weekly balances reflect the current month accruals and time taken.

Report vacation/sick leave balance errors immediately to your department