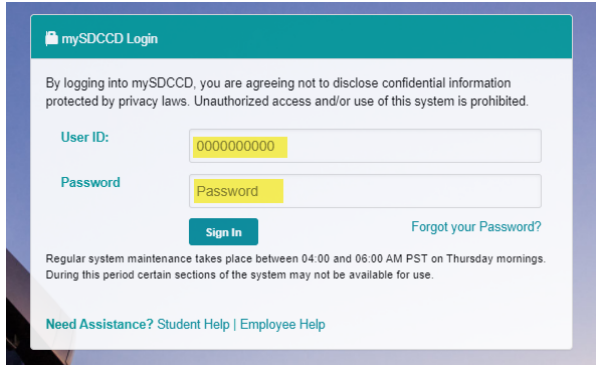
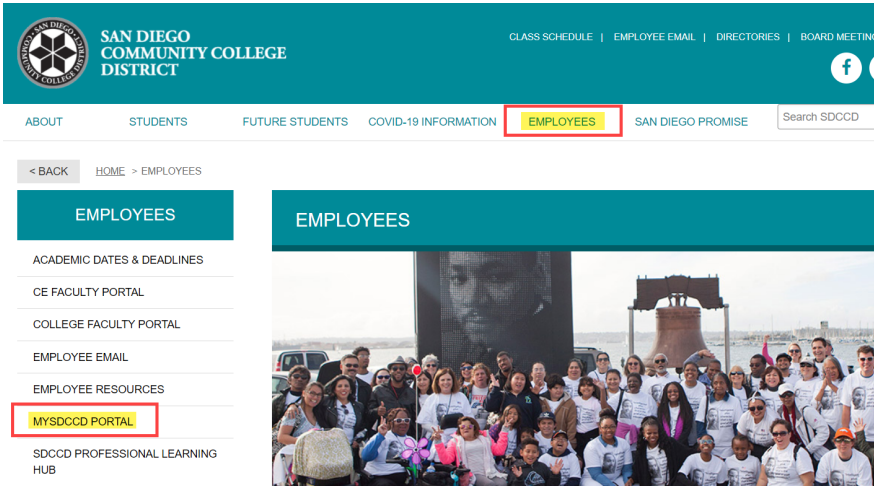


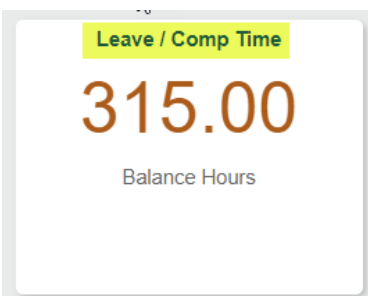
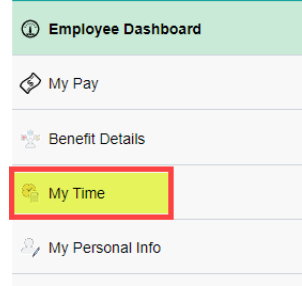
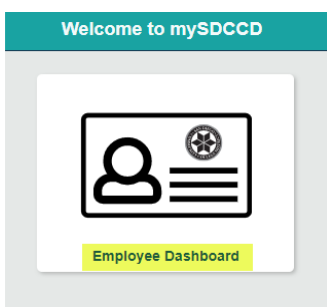
HOW TO REVIEW AND CONFIRM LEAVE BALANCE

Employee leave accruals are updated and available for view in MyPortal on the 1st of each month. Leave accruals shown on your pay check stubs are from the previous month. Please use the steps below to sign in and view your current leave balances and accruals. If you have any questions about your leave balances please contact Human Resources Payroll Dept.

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using you User ID and Password.



Click on **Employee Dashboard** to access the Self Services tiles. Select **My Time** for the Employee Dashboard. The **Leave/ Comp Time** tile provides a quickview of total balance of hours. Click the tile for accrual details. See sample views below. **Please note**, the Leave/ Comp Time tile is the total of all available leave buckets minus any current time card entry that has not been processed by Payroll.



Sample Views

Leave / Comp Time			
Sick Plan Type <i>Sick</i> Recorded Balance 136.00 Minimum Allowed 0 Maximum Allowed 9999	Vacation Plan Type <i>Vacation</i> Recorded Balance 136.00 Minimum Allowed -48 Maximum Allowed 9999	SPSL Plan Type <i>Comp Time</i> Recorded Balance 0.00 As of Date 02/03/2021 Expiration Period Months 10	SDCCD01 Plan Type <i>Comp Time</i> Recorded Balance 3.00 As of Date 03/06/2020 Expiration Period Never

Leave Balances History			
Leave Balance			
Sick Balance	Minimum Balance	Maximum Balance	
136.00	0	9999	
Leave Balance Details			
Accrual Date	Earned	Taken	Balance
09/29/2021	8.00	0.00	136.00
08/30/2021	8.00	24.00	128.00
07/30/2021	8.00	0.00	144.00
06/28/2021	8.00	0.00	136.00
05/30/2021	8.00	0.00	128.00
04/29/2021	8.00	-8.01	120.00
03/30/2021	8.00	0.00	103.99
02/27/2021	8.00	8.01	85.98

Please note, the balances on the drill down screen are your balances as of the last pay period and do not take into account any pending time on your timesheet not yet processed by Payroll.