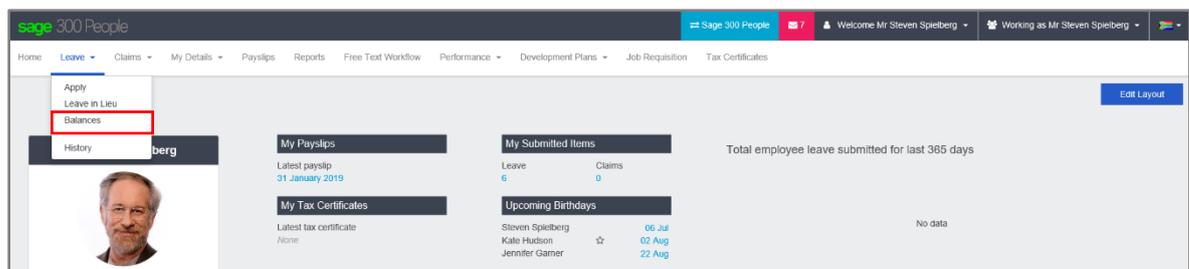


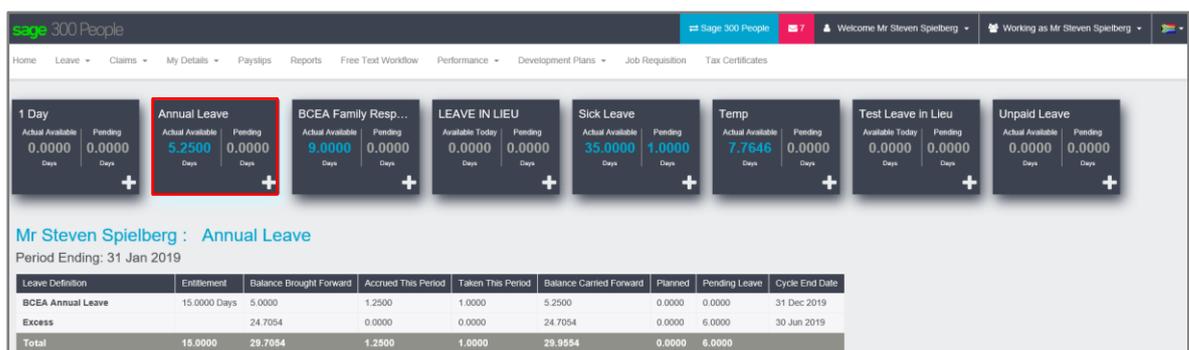
Web Self Service - Leave Balances



Employees will be able to view available leave balances on Web Self Service. Click on the **Leave** option on the navigation bar and then the **Balances** option to access your leave balances.



Click on the leave type at the top of the screen to view the leave balances for the selected leave type.



The details for each leave definition linked to the selected leave type will be displayed below the leave type summary section. Here you will be able to see the leave type as well as the current period end date. Fields on the screen:

Field	Description
Actual Available	The Actual Available balance will be the units, in hours or days, available to the employee. This value includes the transactions that are still in progress and have not passed final approval, i.e. the actual available units have been reduced by the pending transactions. This field will be hidden should Hide Units Available for ESS be flagged for the leave type. Should Hide Zero Units Available for ESS be flagged for the leave type, the field will be hidden should the balance of the leave type be 0.00.
Pending	This will be the sum of the units for all transactions that have not passed final approval and are still in progress.
Leave Definition	Each leave type can consist of one or more leave definitions. These descriptions will be taken from the Short Descriptions in the Sage 300

	People system. The balances of all leave definitions (where Hide for ESS is not flagged) that form part of the leave type will be added together to determine the available balance of the employee.
Entitlement	This value will pull through from the Entitlement value in Sage 300 People, based on the customer's Leave Policy.
Balance Brought Forward	This value will reflect the starting balance for the current pay period.
Accrued this Period	The number of leave units that will be accumulated by the employee in the current pay period. This value will be added to the Balance Brought Forward to determine the leave available to the employee.
Taken This Period	The number of leave units that the employee will be on leave (away from work) in the current pay period. These units will be deducted from the Balance Brought Forward to determine the leave available to the employee. This value will not include leave transactions that have not passed final approval and is still in progress.
Balance Carried Forward	This value will be the final balance for the current pay period. This will be the sum of the Balance Brought Forward + Accrued this Period - Taken This Period.
Planned	This will be the number of units for all future leave transactions already processed that do not fall within the current period dates.
Pending Leave	This is the number of units for leave transactions that have not passed final approval and is still in progress.
Cycle End Date	This is the last day of the leave cycle.

When you see the cycle for this Leave Definition ends this period  field, it will inform you that the leave units available on this line could be lost (depending on the rules set) after the current period as the cycle for the leave definition ends.

You can click on the Apply for [selected leave type]  button to apply for the selected leave type.

Note: When Create Leave Workflow Item is false for either Company Rule setup or User Impersonation, the Apply for the selected leave type button is not visible

On each leave definition defined in the Sage 300 People system, there is a flag "Hide for ESS" that can be used to hide certain leave definitions from this screen. Leave balances shown on this screen for the leave type will exclude the values of the hidden leave definitions.

