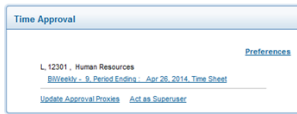


## Timesheet Approvers Can View Faculty and Staff Leave Balances in Web Time Entry

Timesheet approvers can view the leave balances for employees when approving time. To view the leave balance for faculty and staff:

1. Log into **myLCC**
2. Go to the **Work** tab
3. Select the department and pay period from **Time Approval**



4. On the Department Summary page clicking **Leave Balance** for the faculty or staff member you would like to view.

ID	Name, Position and Title	Transaction Status	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
		Not Started								
		Not Started								
		Pending	Approve	40.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Leave Balance

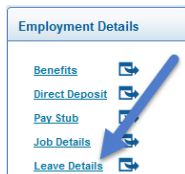


5. Leave balance details will display at the bottom of the employee's timesheet. Available balance will display the hours that the faculty or staff are eligible since their last pay.

## Faculty and Staff Can View All Leave Balance Changes

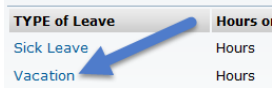
Faculty and staff can now view all leave balance historical changes in the self-service leave balance view. To view leave balance history:

1. Log into **myLCC**
2. Go to the **Work** tab
3. Select Leave Details



4. In the **Type of Leave** column, click on the leave you would like to view details for

TYPE of Leave	Hours of
Sick Leave	Hours
Vacation	Hours



- 5. Click the **position** for the selected leave type
- 6. At the bottom of the screen click **Leave History by Job**



7. The **Change Reason** will display for each leave balance update

## Pay Statement

On May 1<sup>st</sup>, pay statements will change to display more details and calendar year to date earnings and deductions. There will also be a print friendly button for a printable format. Please see the below for more details.

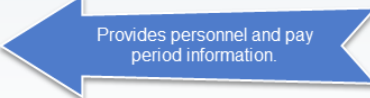
**Banner ID:**

**Employee:**

**Address:**

**Pay Date:**

**Pay Period:**



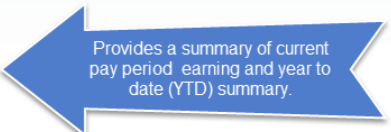
Provides personnel and pay period information.

[Find a page](#)

Summary | **Earnings** | Benefits, Deductions and Taxes | Check or Direct Deposit

**Payment Summary**

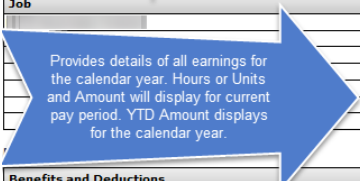
Type	Current Period	YTD Amount
Gross Amount:	3	3
Total Personal Deductions:	3	3
Net Amount:	7	7
Total Employer Contributions:	7	7



Provides a summary of current pay period earning and year to date (YTD) summary.


**Earnings**

Job	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
	Closed Campus	1				
	Family Sick Leave Prescheduled	1				
	Family Sick Leave Unscheduled	1				
	Holiday Pay	1	8.00			
	Regular Pay	1				
	Vacation Leave	1	4.00			
<b>Total:</b>						



Provides details of all earnings for the calendar year. Hours or Units and Amount will display for current pay period. YTD Amount displays for the calendar year.


Benefits and Deductions	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
<b>Deductions before Federal Tax</b>						
Dental Insurance - Pre Tax						
Health Savings Account - Employee Contribution						
MESSA Health Insurance - Pre Tax						
MPSERS - Retirement - MIP Graded %						
MPSERS Healthcare Premium Subsidy						
Vision Insurance - Pre Tax						
<b>Taxes</b>						
IRS Federal Income Tax						
City of Lansing Income Tax						
FICA Medicare Tax						
FICA Social Security						
Michigan Income Tax						
<b>Deductions after Federal Tax</b>						
Employee Foundation Fund Deduction						
Health Savings Account - Employer						
Life & Accident Insurance						
Long Term Disability Insurance						
Optional Accidental Death & Dismemberment Insurance						
Optional Life Insurance						
Optional Life Insurance Child						
<b>Total:</b>						



Provides details of all deductions for the calendar year.

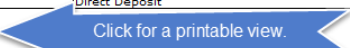
**Check or Direct Deposit**

Number	Document Type	Bank Name	Account Type	Amount
	Direct Deposit			



Provides direct deposit details.

**Printer Friendly**



Click for a printable view.