Accessing Leave Balances

The following are instructions for viewing leave balances using **Banner Self-Service**.

**Banner Self-Service**, accessible via the My Web Services channel in myCuesta, grants any Cuesta College employee access to that individual’s personal information (including benefits and deductions, job history, leave balances, and more) by linking directly with Banner, Cuesta's administrative system. With Banner Self-Serve one can only view their information and no one else's.

1. At the My Web Services channel, click the **Banner Self-serve** folder.
   
   *The folder will expand revealing multiple subfolders.*

2. Click the **Employee** folder.
   
   *The folder will expand revealing several subfolders and forms.*

3. Click the form, **Leave Balances**.
   
   *The Leave Balances form will open.*

**Exit Banner Self-Serve**

- Click the **back to…** link in the upper left corner of the screen.

   *The denoted myCuesta tab will be redisplayed.*