

ASCENDER GUIDES





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Leave Balances

Employee Access > Leave > Leave Balances

This page is used to view leave information as it currently exists in your record for the selected frequency.

If this page is disabled, check with your district administrator, as the district may have opted not to allow access.

View leave balance data:

Field	Description	
Payroll Frequency	Click $$	
Leave Type	The specific leave code(s) for which you have leave data is displayed. The leave types are first displayed in the order that is set for your check (called stub position), and then leave type code (01-99) order.	
Beginning Balance	The leave balance as of the beginning of this year for each leave type is displayed.	
Advanced/Earned	The number of units of leave advanced or earned as of the last pay period is displayed.	
Pending Earned	The total leave earned but not yet processed through payroll is displayed.	
Used	The number of units of leave used as of the last pay period is displayed.	
Pending Used	The total leave pending and approved but not yet processed through payroll is displayed. This amount is subtracted from the Available Balance field.	
Available Balance	The number of units of leave available for use is displayed. The Available Balance is based on beginning balance, plus advanced/earned, plus pending earned, less used, and less pending used.	
From Date of Leavand To Date of Leavand	7,11	
Leave Code	Click v to select the type of leave for which you want to view leave data. The leave type code and long description are displayed. You can filter the information by date range and/or leave code.	
Retrieve		



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