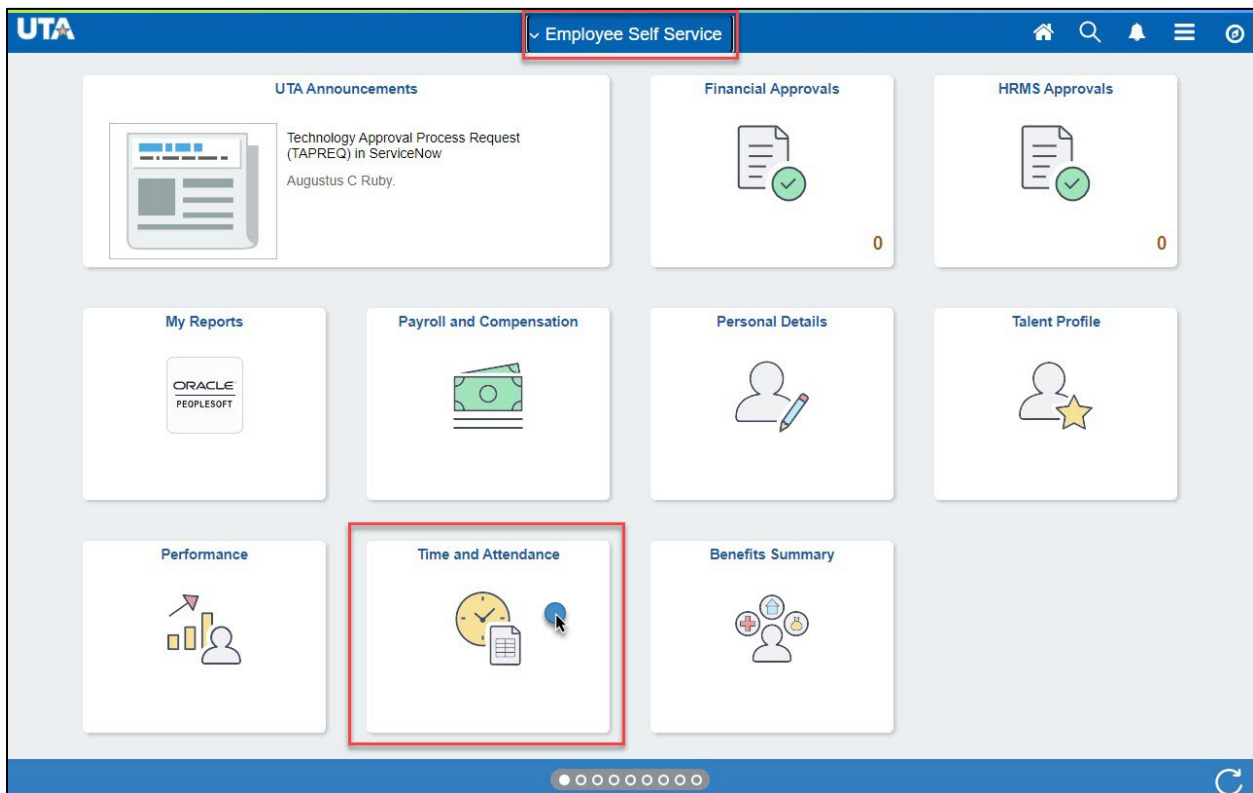


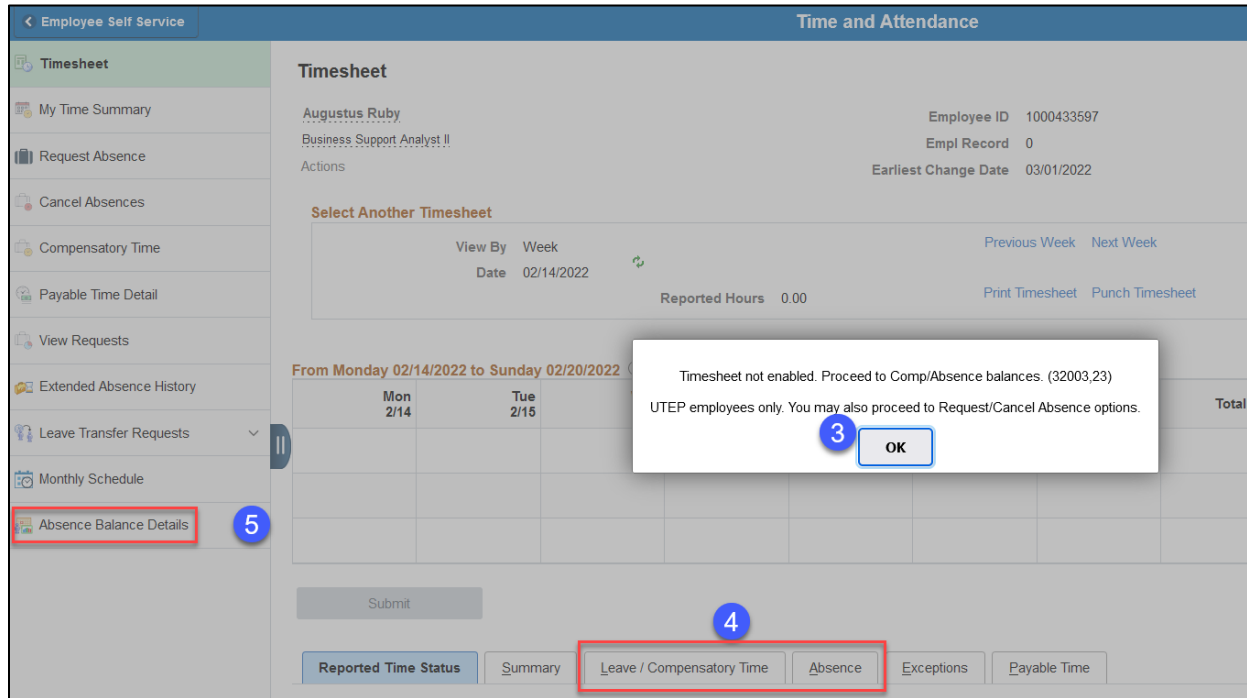
Viewing Individual Absence Balances and State Service

The purpose of this job aid is to explain how to access personal vacation leave, sick leave, and state service for UTA employees.

1. Log in to UTShare at <https://my.utshare.utsystem.edu> with your employee email address and password.
Note: UTShare cannot be opened in the same browser as MyMav. Please use a different browser or a private/incognito window as needed.
2. From the Employee Self Service Homepage, click the **Time and Attendance Tile**. If you do not see Employee Self Service, click the homepage title, and select Employee Self Service from the dropdown list.



- The following message will be displayed, *“Timesheet not enabled. Proceed to Comp/Absence balances. (32003,23) UTEP employees only. You may also proceed to Request/Cancel Absence Options.”* This message simply informs you that UTA does not use self-service for employee’s time.
- Click **OK**.
- From this screen, a user can view the most up to date comp time and absence balances by clicking the appropriate tabs below the current time sheet.



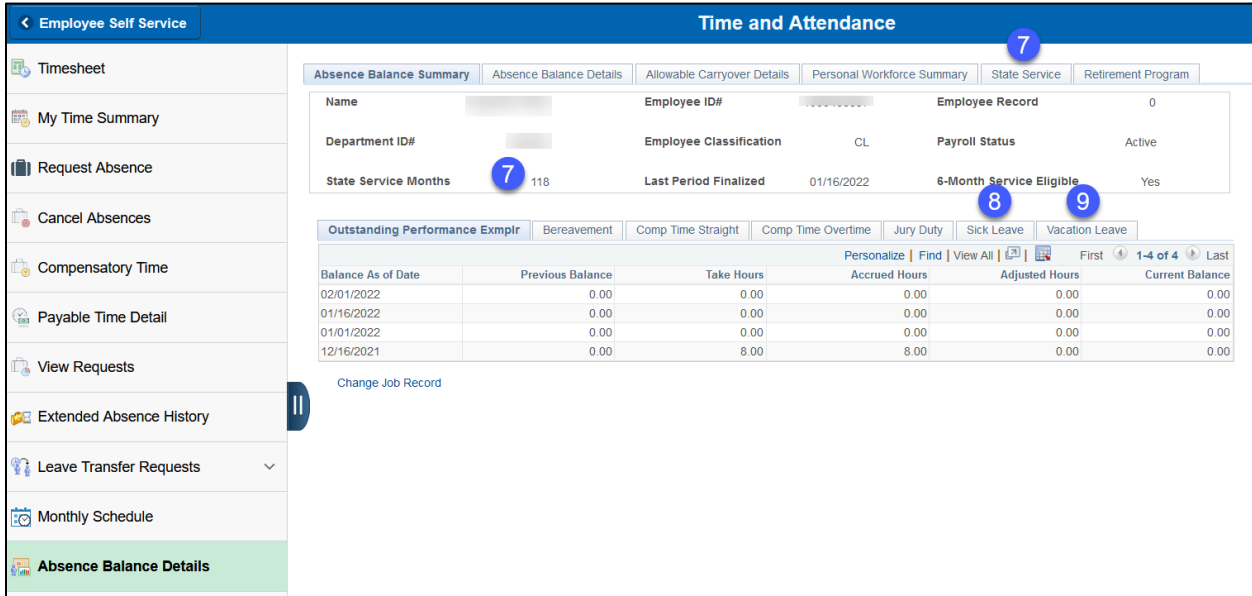
Leave and Compensatory Time Balances ?

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	STRAIGHT	0.00	0		

Absence Entitlement Balances

Entitlement Name	Balance as of 01/31/2022**	From	To	Accrual Period
Sick Leave	119.00 Hours	09/01/2021	08/31/2022	Year to Date
Vacation Leave	204.25 Hours	09/01/2021	08/31/2022	Year to Date

6. For more detailed and historical information, click **Absence Balance Details** from the navigation bar on the left side of the screen.
7. Depending on job classification, different tabs may be populated or displayed.
8. State Service Months are listed at the top of the screen. More detailed information can be viewed under the State Service tab.
9. Sick Leave accruals are listed on the Sick Leave tab.
10. Vacation leave accruals are listed on the Vacation Leave tab.



Employee Self Service | **Time and Attendance**

Navigation: Absence Balance Summary | Absence Balance Details | Allowable Carryover Details | Personal Workforce Summary | State Service | Retirement Program

Employee Information:

- Name: [Redacted]
- Employee ID#: [Redacted]
- Employee Record: 0
- Department ID#: [Redacted]
- Employee Classification: CL
- Payroll Status: Active
- State Service Months: 118
- Last Period Finalized: 01/16/2022
- 6-Month Service Eligible: Yes

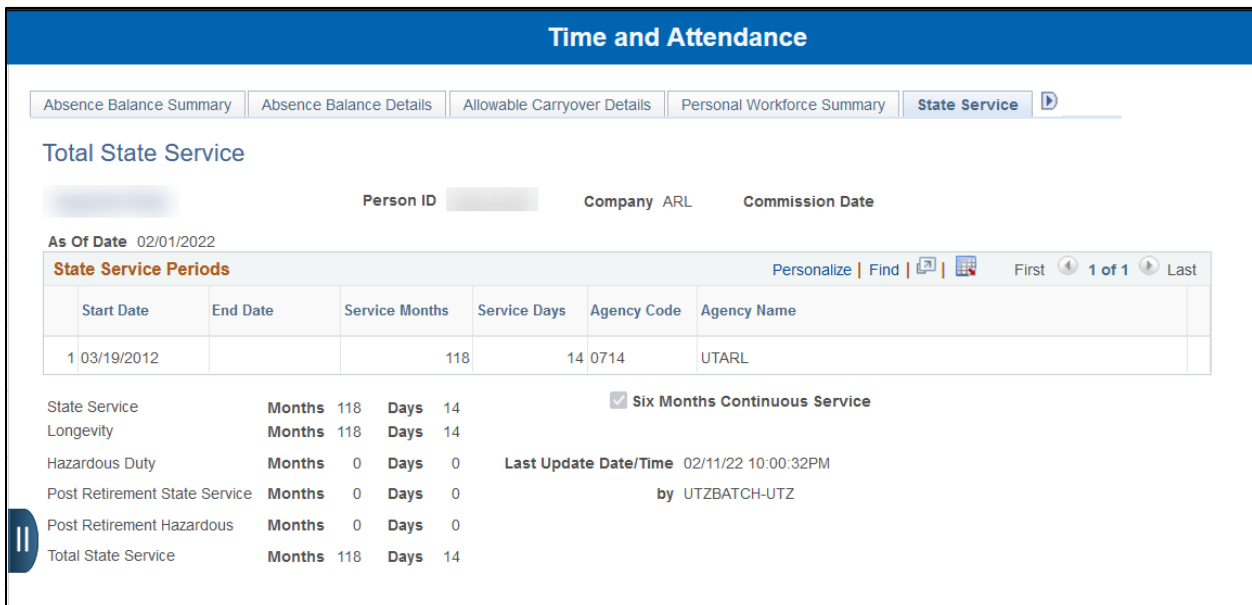
Outstanding Performance Exmplr | Bereavement | Comp Time Straight | Comp Time Overtime | Jury Duty | Sick Leave | Vacation Leave

Balance As of Date	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Current Balance
02/01/2022	0.00	0.00	0.00	0.00	0.00
01/16/2022	0.00	0.00	0.00	0.00	0.00
01/01/2022	0.00	0.00	0.00	0.00	0.00
12/16/2021	0.00	8.00	8.00	0.00	0.00

Change Job Record

State Service

After clicking the State Service tab, further details such as State Service Start Date and exact state service months and days are displayed.



Time and Attendance

Navigation: Absence Balance Summary | Absence Balance Details | Allowable Carryover Details | Personal Workforce Summary | **State Service** | Retirement Program

Total State Service

Person ID: [Redacted] | Company: ARL | Commission Date: [Redacted]

As Of Date: 02/01/2022

State Service Periods

Start Date	End Date	Service Months	Service Days	Agency Code	Agency Name
1 03/19/2012		118	14 0714	UTARL	

State Service: Months 118 Days 14 Six Months Continuous Service

Longevity: Months 118 Days 14

Hazardous Duty: Months 0 Days 0

Post Retirement State Service: Months 0 Days 0

Post Retirement Hazardous: Months 0 Days 0

Total State Service: Months 118 Days 14

Last Update Date/Time: 02/11/22 10:00:32PM by UTZBATCH-UTZ

Sick Leave

After clicking the Sick Leave tab, balances will be displayed chronologically by absence management periods with the most recent at the top of the table. The Current Balance column on the right displays the balance as of that absence management period.

Time and Attendance											
Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		Personal Workforce Summary		State Service		Retirement Program	
Name		Employee ID#		Employee Record	0						
Department ID#		Employee Classification	CL	Payroll Status	Active						
State Service Months	118	Last Period Finalized	01/16/2022	6-Month Service Eligible	Yes						
Outstanding Performance Exmplr Bereavement Comp Time Straight Comp Time Overtime Jury Duty Sick Leave Vacation Leave								Personalize Find View 100 First 1-20 of 188 Last			
Balance As of Date	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Donated Hours	Current Balance					
02/01/2022	119.00	0.00	8.00	0.00	0.00	127.00					
01/16/2022	119.00	0.00	0.00	0.00	0.00	119.00					
01/01/2022	111.00	0.00	8.00	0.00	0.00	119.00					
12/16/2021	111.00	0.00	0.00	0.00	0.00	111.00					
12/01/2021	103.00	0.00	8.00	0.00	0.00	111.00					
11/16/2021	111.00	8.00	0.00	0.00	0.00	103.00					
11/01/2021	103.00	0.00	8.00	0.00	0.00	111.00					
10/16/2021	106.00	3.00	0.00	0.00	0.00	103.00					
10/01/2021	98.00	0.00	8.00	0.00	0.00	106.00					
09/16/2021	98.00	0.00	0.00	0.00	0.00	98.00					
09/01/2021	90.00	0.00	8.00	90.00	0.00	98.00					
08/16/2021	90.00	0.00	0.00	0.00	0.00	90.00					
08/01/2021	82.00	0.00	8.00	0.00	0.00	90.00					
07/16/2021	82.00	0.00	0.00	0.00	0.00	82.00					
07/01/2021	74.00	0.00	8.00	0.00	0.00	82.00					
06/16/2021	80.00	6.00	0.00	0.00	0.00	74.00					
06/01/2021	75.00	3.00	8.00	0.00	0.00	80.00					
05/16/2021	75.00	0.00	0.00	0.00	0.00	75.00					
05/01/2021	75.00	8.00	8.00	0.00	0.00	75.00					
04/16/2021	75.00	0.00	0.00	0.00	0.00	75.00					

Vacation Leave

After clicking the Vacation Leave tab, balances will be displayed chronologically by absence management periods with the most recent at the top of the table. The Current Balance column on the right displays the balance as of absence management period.

Time and Attendance											
Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		Personal Workforce Summary		State Service		Retirement Program	
Name		Employee ID#		Employee Record	0						
Department ID#		Employee Classification	CL	Payroll Status	Active						
State Service Months	118	Last Period Finalized	01/16/2022	6-Month Service Eligible	Yes						
Outstanding Performance Exmplr Bereavement Comp Time Straight Comp Time Overtime Jury Duty Sick Leave Vacation Leave								Personalize Find View 100 First 1-20 of 188 Last			
Balance As of Date	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Donated Hours	Current Balance					
02/01/2022	204.25	0.00	10.00	0.00	0.00	214.25					
01/16/2022	204.25	0.00	0.00	0.00	0.00	204.25					
01/01/2022	194.25	0.00	10.00	0.00	0.00	204.25					
12/16/2021	226.25	32.00	0.00	0.00	0.00	194.25					
12/01/2021	224.25	8.00	10.00	0.00	0.00	226.25					
11/16/2021	240.25	16.00	0.00	0.00	0.00	224.25					
11/01/2021	230.25	0.00	10.00	0.00	0.00	240.25					
10/16/2021	230.25	0.00	0.00	0.00	0.00	230.25					
10/01/2021	220.25	0.00	10.00	0.00	0.00	230.25					
09/16/2021	244.25	24.00	0.00	0.00	0.00	220.25					
09/01/2021	234.25	0.00	10.00	0.00	0.00	244.25					
08/16/2021	234.25	0.00	0.00	0.00	0.00	234.25					
08/01/2021	224.25	0.00	10.00	0.00	0.00	234.25					
07/16/2021	224.25	0.00	0.00	0.00	0.00	224.25					
07/01/2021	214.25	0.00	10.00	0.00	0.00	224.25					
06/16/2021	214.25	0.00	0.00	0.00	0.00	214.25					
06/01/2021	204.25	0.00	10.00	0.00	0.00	214.25					
05/16/2021	204.25	0.00	0.00	0.00	0.00	204.25					
05/01/2021	194.25	0.00	10.00	0.00	0.00	204.25					
04/16/2021	205.25	11.00	0.00	0.00	0.00	194.25					