

**Instructions for Checking Leave Balances on Qagenda:**

1. Log-in to your account and click the "Request" tab.



2. Once in "Request", you will see a tool bar across the bottom with three options: Request Summary, My Request History, and My Request Limits. Click on "My Request Limits".
3. In "My Request Limits" you will see categories of leave for Vacation, Meeting, Sick, and Bonus time (in alphabetical order). The **RIGHT** section, "Total Limits" is what you'll want to look at. This is what our records are based on.
  - a. The "Current" column will tell you how many days you have requested, including those that are pending and those that have already been approved.
  - b. The "Max" is your balance for the entire 2018 calendar year.
  - c. The "Remaining" is how many you have left for the 2018 calendar year.

Request Summary							
Request Summary		My Request History			My Request Limits		
Request Event Name	Date Range	Request Limits			Total Limits		
		Current	Max	Remaining	Current	Max	Remaining
2018 - Bonus	1/1/2018 - 12/31/2018	0	n/a	n/a	0	3	3
2018 - Meeting	1/1/2018 - 12/31/2018	1	n/a	n/a	1	20	19
2018 - Sick	1/1/2018 - 12/31/2018	1	n/a	n/a	1	54	53

**IMPORTANT:** Your 2018 calendar year balance was calculated based on TIMS as of 1/1/2018, and has your 2018 calendar year allotment of time-off added to it (based on FTE amount). This means that you are seeing an ENTIRE year's balance at once, however, this balance is actually delivered in equal increments each month (ex. 2 days of Vacation and 1 day of Sick time for 100% FTE). It will be your responsibility to make sure you are not "over-borrowing" by a significant amount. Regular balance checks will be performed and outliers will be notified.