![SDCCD San Diego Community College District]

3375 Camino del Rio South, San Diego, CA 92108
People, Culture, and Technology Services [Human Resources] - Employee Services Department
Employment | Compensation | Benefits | Payroll | Payroll Accounting | Retirement Services
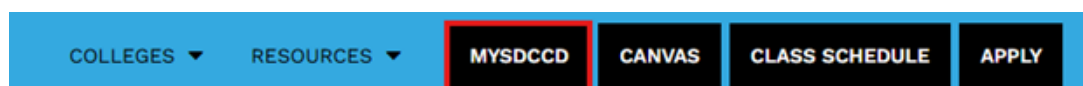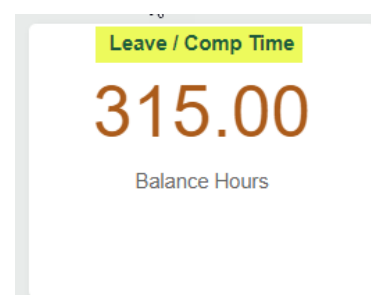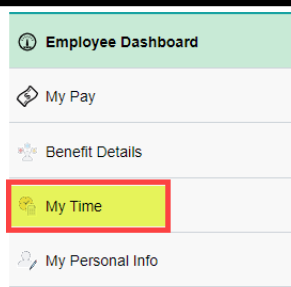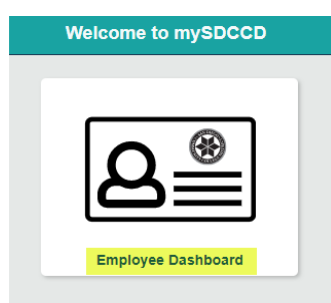
HOW TO REVIEW AND CONFIRM LEAVE BALANCE

Employee leave accruals are updated and available for view in MyPortal on the 1st of each month. Leave accruals shown on your pay check stubs are from the previous month. Please use the steps below to sign in and view your current leave balances and accruals. If you have any questions about your leave balances please contact Human Resources Payroll Dept.

Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click **MySDCCD** in the header to access your Employee Dashboard.

| COLLEGES ▼ | RESOURCES ▼ | **MYSDCCD** | CANVAS | CLASS SCHEDULE | APPLY |

Click on **Employee Dashboard** to access the Self Services tiles. Select **My Time** for the Employee Dashboard. The **Leave/ Comp Time** tile provides a quickview of total balance of hours. Click the tile for accrual details. See sample views below. **Please note**, the Leave/ Comp Time tile is the total of all available leave buckets minus any current time card entry that has not been processed by Payroll.

Sample Views

Please note, the balances on the drill down screen are your balances as of the last pay period and do not take into account any pending time on your timesheet not yet processed by Payroll.