View Leave Balances:
Go to the main OSU webpage: www.oregonstate.edu
Select “Online Services” at the top of the page.
Next select the first link in the list that appears “Online Services Quick Login” or “Online Services Login” on the right side task bar; both bring you to the same login

OR click the Log In link on this webpage

Log-in (Your ONID Username can be your ONID login, your ID Number, or your Social Security Number. Your ONID Password is initially set up as your date of birth (MMDDYY))
Click on “Employee Information”
Choose “Leave Balances (Accrued and Taken)”
Enter the leave type desired and click “Display”

Your current leave balance will appear, to account for the leave used in the prior month that will not be accounted for until the current pay period enter the hours taken during the period indicated to update the available leave balance.

Calculate Leave Balance

Enter the hours taken and click Display.

Leave Balance for Vacation Leave as of Jul 31, 2011

<table>
<thead>
<tr>
<th>Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>264.00</td>
<td></td>
</tr>
</tbody>
</table>

Enter the hours taken from Jul 1 to Aug 02, 2011: 

[Display]