View Leave Balances:

Go to the main OSU webpage: www.oregonstate.edu
Select “Faculty and Staff” on the right
Next select “myOSU Portal” under Technical Resources

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 top tab “Employee”
Choose “My Leave Balances” under Time & Leave
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>264.00</th>
</tr>
</thead>
</table>

Enter the hours taken from Jul 1 to Aug 02, 2011: 8

Display