



My Leave Information

Leave information is available to all state paid employees using CMS HR Employee Self Service.

Step 1:
From **New Titan Online** page, click [My Leave Information](#).



Step 2:
Click the link you wish to view information.

- [View Earned Leave Balances](#)
- [View Comp Time Balances](#)



Earned Leave Balances

Displays employee's current balance for accrued leave through the accrual date.

Accrual date is the day the stated balances are available for employee's use.

Step 1A:
To view **History** for either Sick or Vacation leave, click [History](#) next to the appropriate leave type.

Employee Earned Leave Balances

Cox, Courtney K

Leave Balances

Accrual Date	Sick Balance	History	Vacation Balance	History	Personal Holiday	Job Information
12/01/2006	208.000	History	144.700	History	available	Job Information



<p>By selecting History you “drill down” the specific leave type selected and are able to view history for the previous 12 months.</p> <p>Click Return to go back to Employee Earned Leave Balances page.</p>	<p>EmpID: 800100646 Rcd#: 0 Cox,Courtney K</p> <p>Vacation Leave Activity Since Last Processed Date</p> <table border="1"> <thead> <tr> <th>Hrs Carried Over</th> <th>Hrs Earned</th> <th>Hrs Taken</th> <th>Cat Hrs Donated</th> <th>Hrs Adjusted</th> <th>Vacation Balance</th> </tr> </thead> <tbody> <tr> <td>144.700</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>144.700</td> </tr> </tbody> </table> <p>Vacation Leave History Customize Find View All First 1-12 of 15 Last</p> <table border="1"> <thead> <tr> <th>Last Processed Date</th> <th>Hrs Carried Over</th> <th>Hrs Earned</th> <th>Hrs Taken</th> <th>Cat Hrs Donated</th> <th>Hrs Adjusted</th> <th>Vacation Balance</th> </tr> </thead> <tbody> <tr><td>12/01/2006</td><td>134.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>144.700</td></tr> <tr><td>11/01/2006</td><td>124.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>134.700</td></tr> <tr><td>10/01/2006</td><td>114.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>124.700</td></tr> <tr><td>09/01/2006</td><td>104.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>114.700</td></tr> <tr><td>08/02/2006</td><td>94.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>104.700</td></tr> <tr><td>07/01/2006</td><td>84.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>94.700</td></tr> <tr><td>06/01/2006</td><td>74.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>84.700</td></tr> <tr><td>05/02/2006</td><td>104.700</td><td>10.000</td><td>40.000</td><td>0.000</td><td>0.000</td><td>74.700</td></tr> <tr><td>04/01/2006</td><td>94.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>104.700</td></tr> <tr><td>03/02/2006</td><td>84.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>94.700</td></tr> <tr><td>02/01/2006</td><td>74.700</td><td>10.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>84.700</td></tr> <tr><td>01/01/2006</td><td>74.700</td><td>0.000</td><td>0.000</td><td>0.000</td><td>0.000</td><td>74.700</td></tr> </tbody> </table> <p>Return</p>	Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Hrs Adjusted	Vacation Balance	144.700	0.000	0.000	0.000	0.000	144.700	Last Processed Date	Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Hrs Adjusted	Vacation Balance	12/01/2006	134.700	10.000	0.000	0.000	0.000	144.700	11/01/2006	124.700	10.000	0.000	0.000	0.000	134.700	10/01/2006	114.700	10.000	0.000	0.000	0.000	124.700	09/01/2006	104.700	10.000	0.000	0.000	0.000	114.700	08/02/2006	94.700	10.000	0.000	0.000	0.000	104.700	07/01/2006	84.700	10.000	0.000	0.000	0.000	94.700	06/01/2006	74.700	10.000	0.000	0.000	0.000	84.700	05/02/2006	104.700	10.000	40.000	0.000	0.000	74.700	04/01/2006	94.700	10.000	0.000	0.000	0.000	104.700	03/02/2006	84.700	10.000	0.000	0.000	0.000	94.700	02/01/2006	74.700	10.000	0.000	0.000	0.000	84.700	01/01/2006	74.700	0.000	0.000	0.000	0.000	74.700
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<p>The Compensation History page provides Job Information for the employee:</p> <ul style="list-style-type: none"> • Empl Rcd#: Employee Record Number • Empl ID: Campus Wide ID • Department: Department ID and description • Job Code: Classification and description 	<p>Department/Jobcode Details</p> <p>Empl Rcd#: 0</p> <p>EmplID: 892248626 Saver,Penni</p> <p>Department: 10057 CMS Project</p> <p>Job Code: 1038 Admin Analyst/Splcst 12 Mo</p> <p>Return</p>																																																																																																							



<p><u>Comp Time Balances</u></p> <p>From the My Leave Information page, click View Comp Time Balances.</p>	
<p>Displays current balances for compensatory time off (comp time), Excess and ADO (Additional Day Off).</p> <ul style="list-style-type: none"> To view History and Job Information, refer to Steps 1A and 2A above for details. 	

The following table lists CMS field names and their definitions used for the Leave Information.

Field	Definition
Last Processed Date	The first day of the pay period for the accrual that was earned.
Hours Carried Over	Ending balance from previous pay period.
Hrs Earned	Number of hours earned as of the accrual date.
Hrs Taken	Hours used in the pay period.
Cat Hrs Donated	Catastrophic Leave hours donated.
Cat Hrs Received	Catastrophic Leave hours received for this type of leave.
Hrs Adjusted	Hours adjusted (+ or -). May be due to late receipt of attendance documentation, or adjustments due to disabilities and/or leaves of absence.
Sick/Vacation Balance	Total number of hours available after adjustments were been made within specified processed date.
ADO (Additional Day Off) Balance	Total number of hours available for employee to use within ninety (90) days from the date the holiday was observed or it will be forfeited.
EXCESS Balance	Excess balance is the number of hours worked in excess of standard hours within a given pay period.
CTO Balance	Total hours available to be used as compensatory time office.
EmplID	Campus Wide ID number for the employee.
Department	Displays the department number that the person was appointed into.
Job Code	Identifies the job classification that the employee was appointed into.
Empl Rcd#	Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Personal Holiday	The availability of the personal holiday is listed as either available or taken.