







Check Leave Balances

1.	<p>Click on the STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > LEAVE OF ABSENCE</p>
2.	<p>Enter the desired information into the Username field.</p> <p>Enter "SAM01".</p>
3.	<p>Enter the desired information into the Password field.</p> <p>Enter "welcome1".</p>
4.	<p>Click the Login button.</p> 
5.	<p>Click the Employee Direct Access link.</p> 
6.	<p>Click the Leave of Absence link.</p> 
7.	<p>Click on the <i>Triangle Button</i> to Show/Hide Accrual Balances.</p> <p>Or Click on the Show Accrual Balances link.</p> 
8.	<p>This TIP shows you the date that the balances were last updated.</p>
9.	<p>Click the Home link.</p> 
10.	<p>Click the Logout link.</p> 
11.	<p>Congratulations!</p> <p>You have successfully reviewed your Leave Balances using the Leave of Absence function of <i>EMPLOYEE DIRECT ACCESS</i>.</p>