






Check Comp Leave Balances

1.	<p>Select The STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > COMP LEAVE BALANCE</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 Comp Leave Balance link.</p> 
7.	<p>Click on the Scroll bar and Drag the bar to the bottom of the page to view more information.</p>
8.	<p>Click the Home link.</p> 
9.	<p>Click the Logout link.</p> 
10.	<p>Congratulations!</p> <p>You have completed the topic on checking Comp Leave Balances.</p>