VIEW YOUR LEAVE BALANCES AND USAGE
Staff can view and print their leave balances and usage in e-Business Applications.

1. Login to My UNIverse.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Click UNI Employee Self Service.
5. Click Leave Balances.
6. Select Time Period (Last 6 Months, Last 3 Months, Last 12 Months, Last 18 Months) and click Go.
7. See sample of a Leave Balance and Usage report below
8. Click the printer icon above the report to print.

For questions email ebusiness-help@uni.edu.
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