This guide will cover:

- The steps to checking your leave balance in HCM. This includes common leave types for benefited employees such as vacation, sick and compensatory (comp) time.
- Projecting leave to be available in the future.

This guide details the steps for completing this process as a **benefited employee**.

**Step One**

Navigate to the Time section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left-hand corner.

- Select **Time and Absence** under the My Profile header within the Navigator.
The *Time Entry* page will display.

**Step Two**

Navigate to the Maintain Absence Records page.

- Select the **Actions Tab** (First Tab) in the upper right-hand corner of the screen.

- Under the Related Links section, select Maintain Absence Records.
The Maintain Absence Records page will appear.

Step Three
Check leave balances.

- Balances will show under Plan Balances.

- To view more detail, click on Sick, Comp, or Vacation.
- Changing the **Balance Calculation Date** allows you to see what your sick leave balance will look like in the future (this will include leave already requested).
- Click the **grey arrow** to the right after changing the calculation date.

You have completed checking leave balances.