

# How to view my Vacation Balance?

## Employees

1 Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

## Current Employee

## About Me

- Direct Deposit
- Pay Information
- **Personal Information**
- Tax Information
- Update My Name

## Employee Dashboard

Smith, Zedd

My Profile

My Team

Vacation in days **14.66**

Full Leave Balance Information

Employee Dashboard - Leave Balance Information

## Leave Balance Information

Leave Balances as of 02/28/2022

Vacation	
Beginning balance	3.67
Earned	11.00
Taken	0.00
Vacation in days	<b>14.66</b>

Employee Dashboard - Leave Balance Information - Leave Details

## Leave Details

Leave Type: Vacation  
Leave Accrual and Usage from 09/02/2021 to 09/01/2022.

Leave History

EARNED AND TAKEN

Payroll Type: University Monthly  
Pay Period: 02/01/2022 - 02/28/2022  
Date Paid: 02/25/2022

Taken:  
0.00 in days

Earned:  
1.83 in days

Payroll Type: University Monthly  
Pay Period: 01/01/2022 - 01/31/2022  
Date Paid: 01/28/2022

Taken:  
0.00 in days

Earned:  
1.83 in days

Employee Dashboard - Leave Balance Information - Leave Details - Leave Balance History

Vacation

Effective Date:  
02/28/2022

Change Reason:  
PHPUPDT program updated hours accrued, taken and banked.

Beginning Balance:  
3.67 in days

Earned:  
11.00 in days

Taken:  
0.00 in days

Current Available: 14.66 in days

Effective Date:  
01/31/2022

Change Reason:  
PHPUPDT program updated hours accrued, taken and banked.

Beginning Balance:  
3.67 in days

Earned:  
9.16 in days

Taken:  
0.00 in days

Current Available: 12.83 in days

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Click on "Personal Information" under "Current Employee"

4 Click on "Full Leave Balance Information"

5 Click "Vacation"

6 To view more details of your Vacation Leave click on "Leave History"

7 View your Vacation Leave Balance History