

Confirm Sick Leave Balance of Temporary and Student Employees

Last Updated: October 14, 2019

1. Log in to PeopleSoft HCM.

* As of December 2018, leave data is no longer available in Campus Solutions. You need to login to HCM for obtain the balances. If you don't have access to HCM, contact Help Desk to request.

2. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer.**

3. Search by query name **PALPY_SICK_BAL_STU_STM.**

Oracle 9.2 PRD

Search: PALPY_SICK_BAL_STU_STM

*Search By: Query Name begins with

Search Advanced Search

4. Click **HTML** to view the output online or **Excel** to download.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
PALPY_SICK_BAL_STU_STM	Sick Balances by dept	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

5. Click the magnifying glass icon to select your **Dept ID(s)**. You can select up to four departments.

PALPY_SICK_BAL_STU_STM - Sick Balances by dept

Dept ID 1 [] [magnifying glass]

Dept ID 2 [] [magnifying glass]

Dept ID 3 [] [magnifying glass]

Dept ID 4 [] [magnifying glass]

View Results

6. Click **View Results** to run the query. Download results as necessary.

Download results in : Excel Spreadsheet CSV Text File XML File (9 kb)

View All First 1-48 of 48 Last

ID	Name	Dept ID	Accrual Date	Sick Hour Balance	Plan
1			09/10/2019	24.00	SICSTM
2			09/10/2019	0.00	SICSTM
3			09/10/2019	16.00	SICSTM