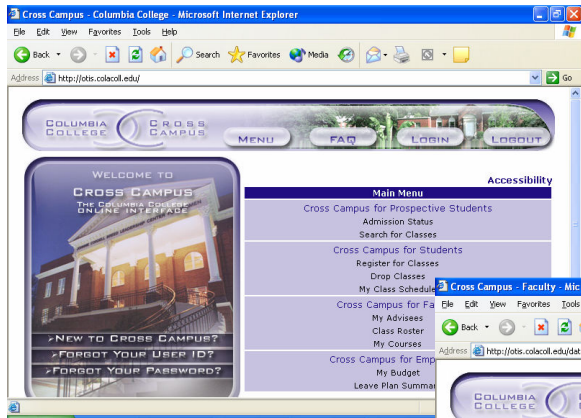
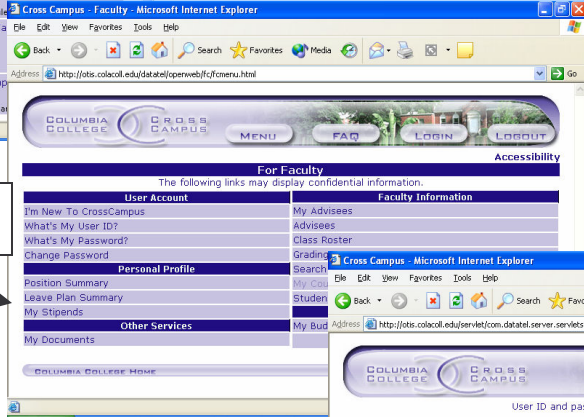


TO VIEW YOUR LEAVE BALANCES

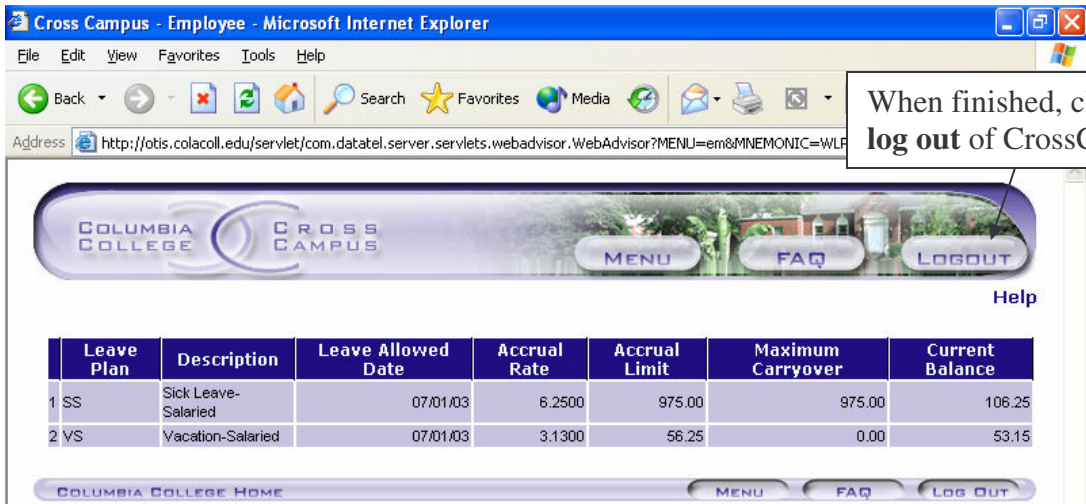
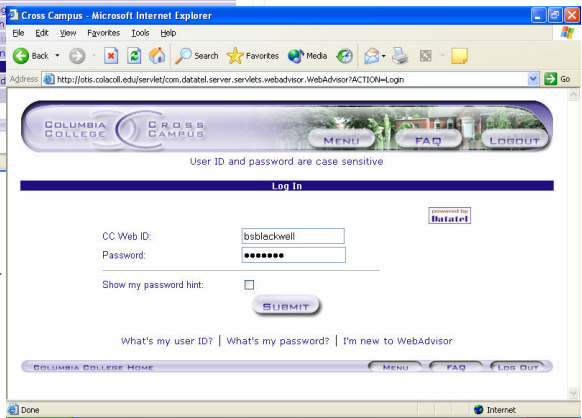


Access CrossCampus via the following link:
<http://crosscampus.colacoll.edu>
 Click on **CrossCampus for Employees** or **CrossCampus for Faculty**, accordingly.

Click on **Leave Plan Summary**.



At this point you will be prompted to log into CrossCampus.



When finished, click here to **log out** of CrossCampus.

This screen explained:

Leave Allowed Date – when implementing the new Leave System, we had to pick a date to start your leave plans. We picked the beginning of the fiscal year for all employees. It is in no way related to your years of service or your accrual rate. It simply means that you were ‘allowed’ to start accruing leave as of 07/01/03 on Datatel.

Current Balance – this is the current number of hours you have available for the respective leave plan. Note that Faculty will not have any Vacation time.

Accrual Rate – this is the number of hours you accrue per month for the leave plan.

Maximum Carryover – this is the number of hours that you can carry over to a new year.