

Viewing Your Leave Accruals Through Employee Self Service (ESS)

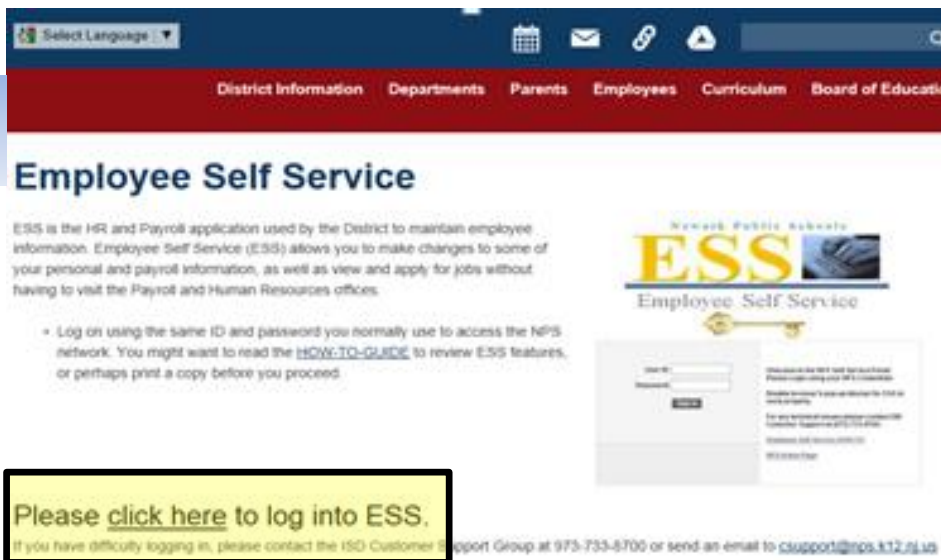
1

Select **"Employee Self Service"** from the **Employees** tab on the NPS Website



2

Click on **ESS Link**



3

Enter **User ID** and **Password**



4

Click **"Sign In"**

5

**Click Leave
Accrual
Balances**



6

**Select As of
Date and Click
Refresh**

Leave Accrual Balances - Schrader,Randy

Any questions on Accrual Balances as displayed in this screen should be submitted directly to your Location Kronos administrator.

As of Date Balance

As of Date

[Refresh](#)

Enter any date - after June 30, 2010 - and click the 'Refresh' button to obtain your balances as of that date.

Accrual Plan

As of Date

Donor Sick Given 7 Hour Day
Donor Sick Received 7 Hour Day
Personal 7 Hour Day
Excess Vacation 7 Hour Day
Sick 7 Hour Day
Vacation 7 Hour Day