

# **Leave Balance**

Find Your Information Online!

#### Step 1: Go to the MSU Website and Select the myState Link

It's simple and easy to find your MSU pay stub information online using the myState portal at <u>https://my.msstate.edu</u>/. Following this step-by-step guide gives you access to important financial information whenever and wherever you have a secure connection to the Internet.

1. Using your web browser, go to the MSU website at <a href="http://www.msstate.edu/">http://www.msstate.edu/</a> and click on the myState Link.



#### <u>Step2</u>: Log in to the MyBanner System

 After selecting myState link, your browser will take you to the MSU myState page where you will log in to the myBanner System. In the Secure Access Login area, enter your NetID and Net Password and click on the Login button.



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### Step 3: Click on the Banner Tab

3. After successfully logging in to your MSU account, you will see this page. Click on the Banner tab for access to your complete MyBanner information, including leave balance details.

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My Account Content Layout	eFor	ns Email/Calendar Groups Lo
Main Classroom Office Banner		Au
Personal Announcements 🔲 🖬 🔀		Green Fund
myState Polling	Welcome to your STATE	Email

## Step 4: Time Off Current Balances and History Link

4. This page provides a complete lineup of MyBanner information for you, including the link to your leave balance information. Click on the Time Off Current Balances and History link in the third column of the page underneath Tax Forms.

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Benefits and	Pay Information	Tax Forms	Employment Verification
Deductions	Earnings History	W-4 Tax Exemptions/Allowances	Employment Verification for Department
Retirement Plans	Pay Stub	W-2 Year End Earnings Statement	of Human Services
Health Insurance	Deductions History	Mississippi Employee's Withholding	General Employment Verification
Life Insurance	Nine Month Faculty Pay	Exemption Certificate	Military Veterans Data
Flexible Benefits	Distribution Agreement	Time Off Current Balances and History	
Miscellaneous			
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Benefit Statement			

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## Step 5: Your Current Leave Balance Information

5. This page contains your up-to-date leave balance. Click on a specific type of leave, and you will see additional details about your leave history

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Back to Banner Tab		Email/Calendar Groups
Personal Information Students Employees		
Search Go		RETURN TO MENU SITE MAP HELP
To view the breakdown for a particular type (	f leave, click on the underlined type of leave.	
List of Leave Types		
TYPE of Leave Hours or Days Available	Balance as of Sep 04, 2012	
Military Leave Hours	120.00	
Major Medical Leave Hours	120100	
Personal Leave Hours		
1		

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