



Leave Balance

Find *Your* Information Online!

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

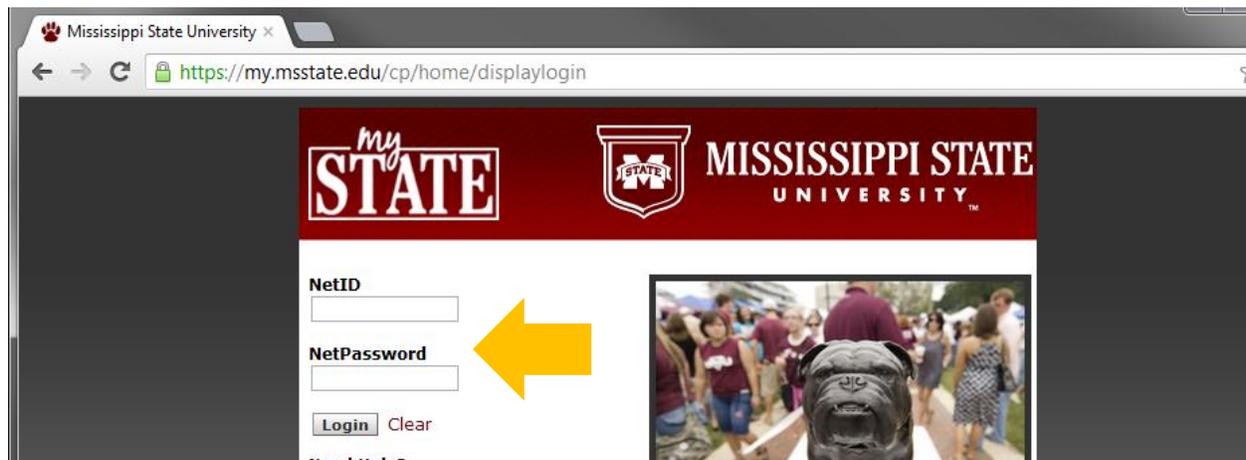
It's simple and easy to find your MSU pay stub information online using the myState portal at <https://my.msstate.edu/>. Following this step-by-step guide gives you access to important financial information whenever and wherever you have a secure connection to the Internet.

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



Step2: Log in to the MyBanner System

2. 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.



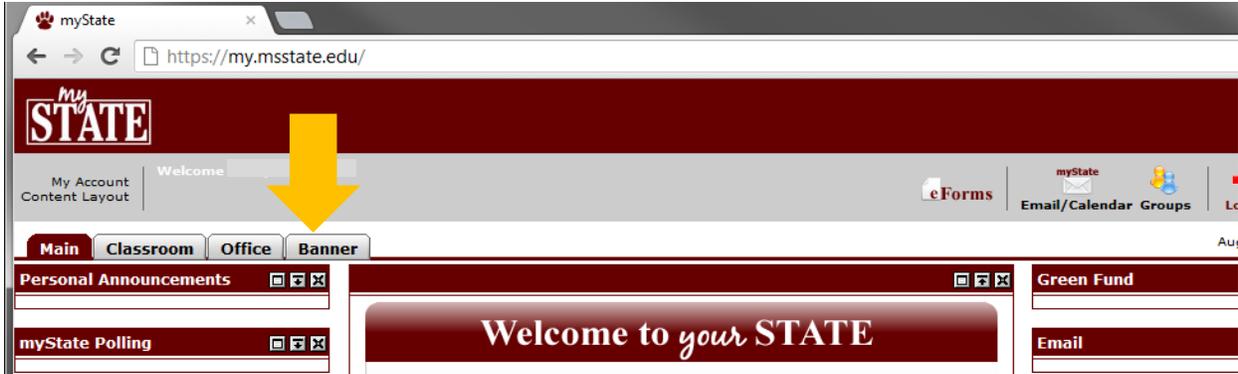


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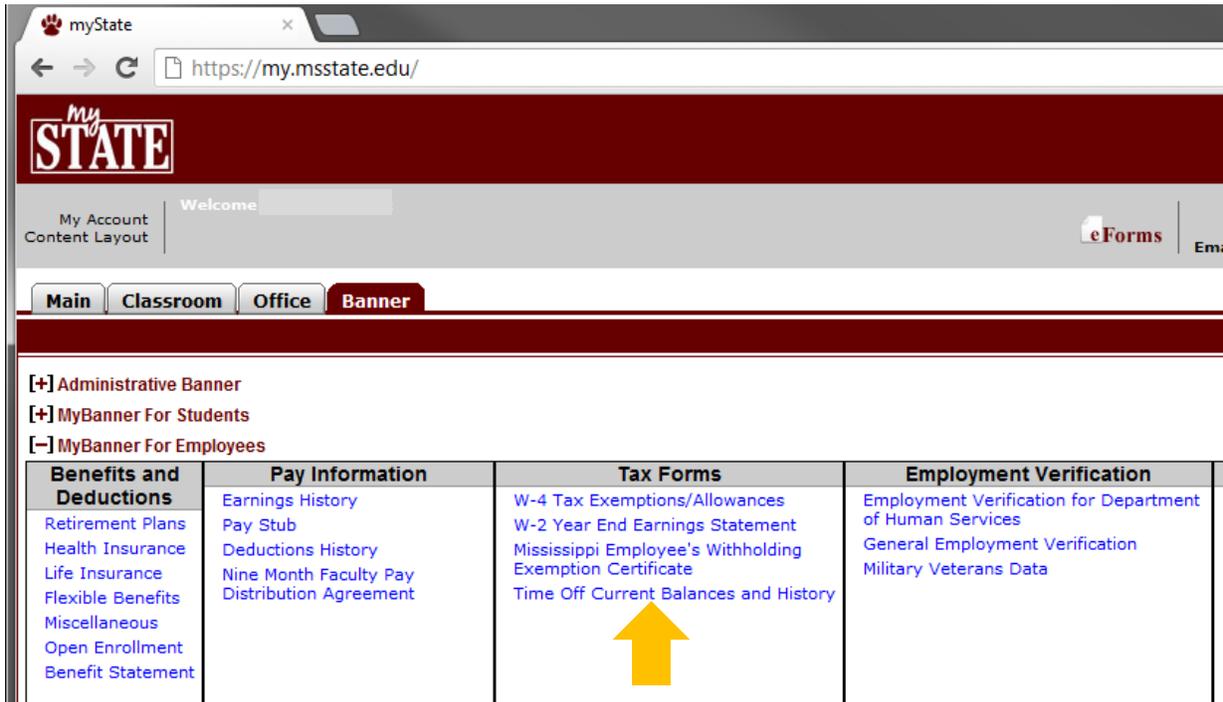
Step 3: Click on the Banner Tab

- 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.



Step 4: Time Off Current Balances and History Link

- 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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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

The screenshot shows a web browser window with the URL <https://my.msstate.edu/>. The page has a navigation menu with 'Personal Information', 'Students', and 'Employees'. Below the menu is a search bar and a 'Go' button. A message states: 'To view the breakdown for a particular type of leave, click on the underlined type of leave.' Below this is a table titled 'List of Leave Types' with columns 'TYPE of Leave' and 'Hours or Days Available Balance as of Sep 04, 2012'. The table lists four types of leave: Compensatory Time (0.00 hours), Military Leave (120.00 hours), Major Medical Leave (Hours), and Personal Leave (Hours). A yellow arrow points to the 'Personal Leave' link, which is underlined.

TYPE of Leave	Hours or Days Available Balance as of Sep 04, 2012
Compensatory Time	Hours .00
Military Leave	Hours 120.00
Major Medical Leave	Hours
Personal Leave	Hours