

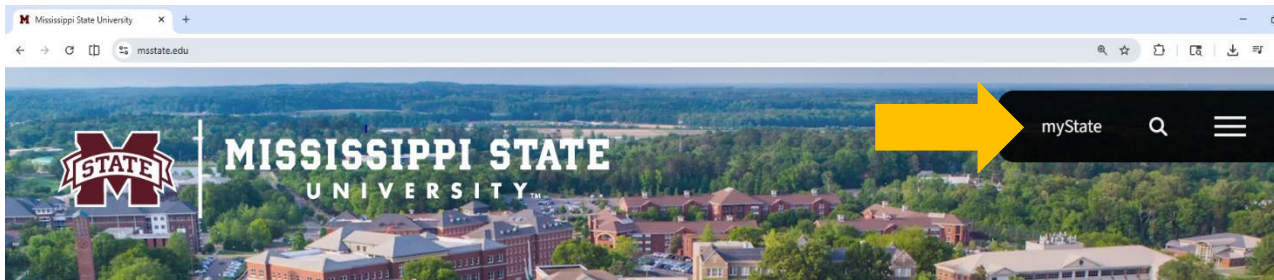


**MISSISSIPPI STATE**  
UNIVERSITY™

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

It's simple and easy to find your MSU leave balance 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.

- 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

- 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.

myState

Central Authentication Service

NetID:\*  
Username is a required field.

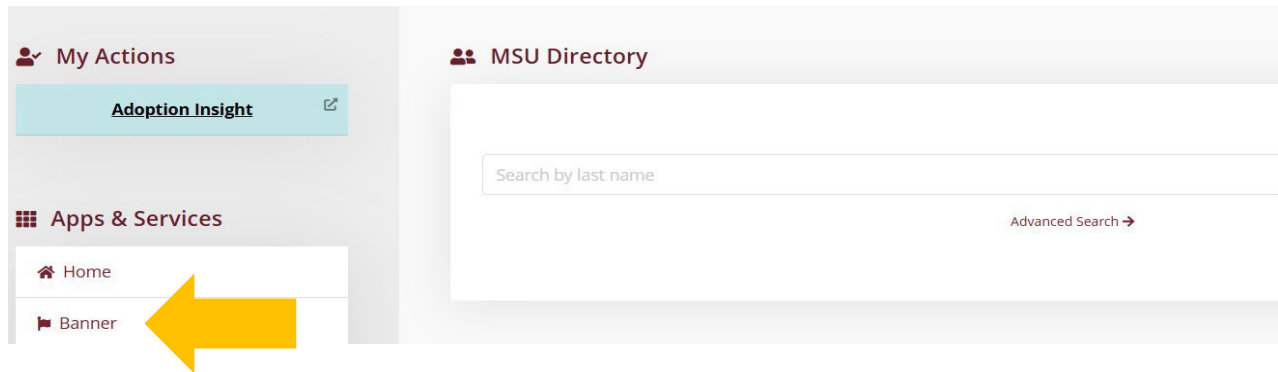
NetPassword:\*

LOGIN



### 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 to access your complete MyBanner information.



### Step 4: Choose Employee Dashboard

- Under the **Employee** section, click **Employee Dashboard** to view details, including your pay stubs.





### Step 5: Leave Balance

- At the top section, it provides all your leave balance information. You may also click “Leave Balance Information” at the right corner to see your accrual rates.

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of [redacted]

Personal Leave in hours	[redacted]	Major Medical Leave in hours	[redacted]	Compensatory Time in hours	[redacted]
Military Leave in hours	[redacted]	Donated Leave in hours	[redacted]		

[Leave Balance Information](#)

### Step 6: Leave History

- By clicking on each Leave Type to view hours taken and accrual history.



Select a Leave Type to view hours taken and accrual history.

#### Leave Balances

Leave Type	Hours Available as of 05/19/2026
<a href="#">Personal Leave</a>	[redacted]
<a href="#">Major Medical Leave</a>	[redacted]
<a href="#">Compensatory Time</a>	[redacted]
<a href="#">Military Leave</a>	[redacted]
<a href="#">Donated Leave</a>	[redacted]

#### Accrual Rates

Leave Type	Accrual Rate as of [redacted]
Personal Leave	[redacted]
Major Medical Leave	[redacted]