View Unclassified Employee Leave

**Warning!** We recommend against using public or shared computers to access Self-Service. To protect the security of this information, it is important for you to follow proper sign out procedures, delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session. You can access Employee self-Service by clicking on self-service icon found in the top right corner of the LSUHSC homepage, or by clicking the hyperlink provided here (http://employeeselfservice.lsuhsc.edu) and then signing into PeopleSoft.

1. Click the **Main Menu** button.
2. Click the **Self Service** menu.
3. Click the **Benefits** menu.
4. Click the **View Leave for Unclassified** menu.

The most current date of leave will display first in the Leave Data list. You can use the Find feature to search for a specific date.