Viewing your Leave Balances
Hourly Employees

Using a computer that is connected to the Internet, navigate to the main University web site (http://www.clarku.edu/) and click on one of the ClarkYOU navigational links.

Alternatively you can go directly to the ClarkYOU home page located at: https://you.clarku.edu/

Once you are on the ClarkYOU login page, type your Clark Username and Password into the login box.
Select the “Main Menu” option located under the “CU Web” section of the navigation menu (upper left corner). Your design view may be slightly different than what is presented to the right – it will depend on what “theme” is active on your specific ClarkYOU page. The location of the navigational items will be the same regardless of the selection theme.

After you click on the “Main Menu” option located under the “CU Web” section of the navigation menu; you will be directed to a self serve page within Banner where you will be presented with an “Employment Information” tab.
Click on the “Employment Information” tab, and select the “Pay Information Menu” option.

Select the “Leave Balances” option.

Viewing leave balances is currently available for hourly employees only.

Leave balances for eligible salaried employees have not been implemented in Banner at this time. **Salaried employees should refer to Biscuits (a.k.a. Blue) at [https://biscuits.clarku.edu](https://biscuits.clarku.edu) until further notice.**
**Legend**

1. Directions for leave eligible, salaried employees
2. Leave type
3. Return to Pay Stub information

### View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

**Leave balances for eligible salaried employees have not been reinstated in Banner at this time.**

**Salaries employees should continue to refer to CHRIE's or Bureau's site.** Read the https://hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/hr/h