

Check Leave Balance Using



In order to access your leave balance in **WebAdvisor** you'll need to open your Internet Browser.

In the Address bar type www.redwoods.edu and press enter.

You should now see the image below. Now **click** on the **WebAdvisor** link/image on the bottom right side of the page.



After you've clicked on the **WebAdvisor** link/image you should see the following page show up. Now, **click** on the "**WebAdvisor Online**" link in the center of the page.



You should have the following page show up on your screen. Next, **click** on the “**Login**” link in the center of the page.



That will take you to the WebAdvisor login page as shown below. Now, enter your **Username** and **Password** in the appropriate boxes and click on the “**Submit**” button.



Your **Username** will be the first initial of your first name, your full last name, and the last 3 digits of your employee id#. Or you could click on the “**What’s my user ID?**” link located in the bottom center of the page and follow the instructions in the yellow bars. Your initial **Password** will be your **6-digit** birth date in mmddyy order.

Q. I don’t know my employee ID#?

A. Contact Human Resources at 476-4140 and their friendly staff will give it to you.

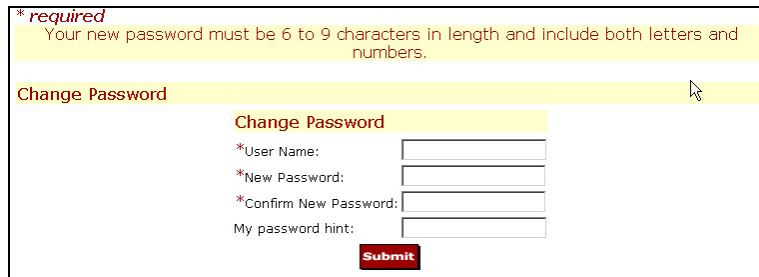
Q. I forgot my password?

A. Contact ITS at 476-4160 and they will reset it for you. Please make sure you have your employee ID# handy so that they could lookup your profile.

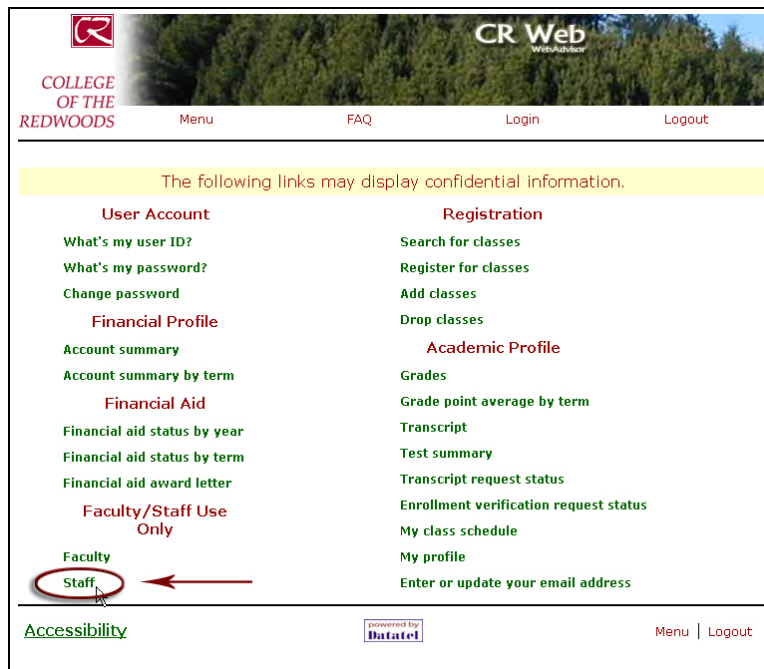


The next step requires you to **change your password**. You will only see this the first time you login or when ITS resets your password.

Type in your existing username in the first field. Enter a new password in the next field, it must be **6-9 characters** in length and **MUST** include both letters and numbers. The first position of the password must be a letter. Confirm your password in the third field. Lastly, enter a password hint. The last step is not required, but a nice feature to allow you to remember your password incase you forget it.



Now you are inside of **WebAdvisor**. You will automatically be sent into the student menu, so click on the **“Staff”** link on the **bottom left** of the page.



You are now at the employee menu. To check your leave balance **click** on the “**Leave plan summary**” link as shown below.



This is what your leave balance page will look like. **Check it** and make sure it matches what you believe you should have from your timesheets. If there are problems with your balances please **contact** the **Payroll** department at **476-4128**. (Approximately one month behind.)

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
1 AN12	Annual Leave-12 month CSEA	06/12/00	10.0000	0.00	0.00	0.00
2 SL	Sick Leave-12 Month Employees	06/12/00	8.0000			0.00
3 RT	Release Time	06/12/00				0.00
4 PH	Personal Holiday	06/12/00	16.0000	0.00	0.00	0.00
5 JD	Jury Duty	06/12/00	0.0000			0.00
6 CT	Compensatory Time	06/12/00			0.00	0.00
7 BV	Bereavement	06/12/00	0.0000			0.00

Lastly and the most important, **DON'T forget** to logout of **WebAdvisor**. Just click on the “**logout**” link located at the top right or bottom right of every **WebAdvisor** page.

