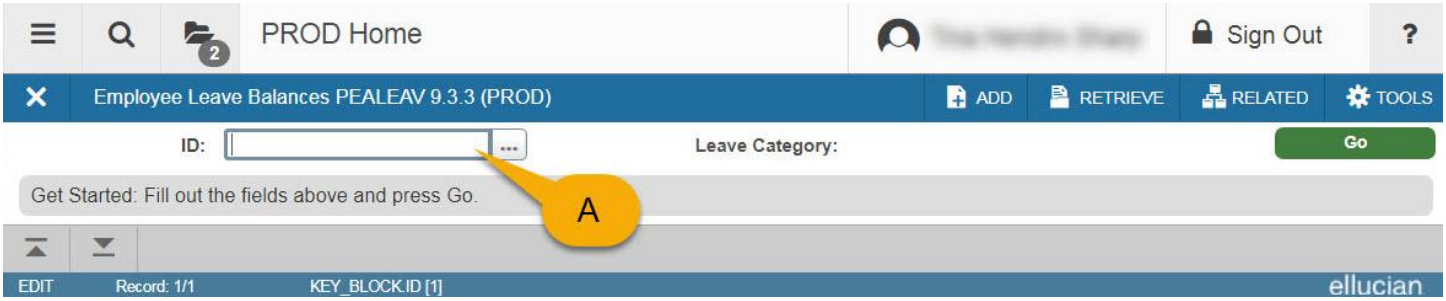
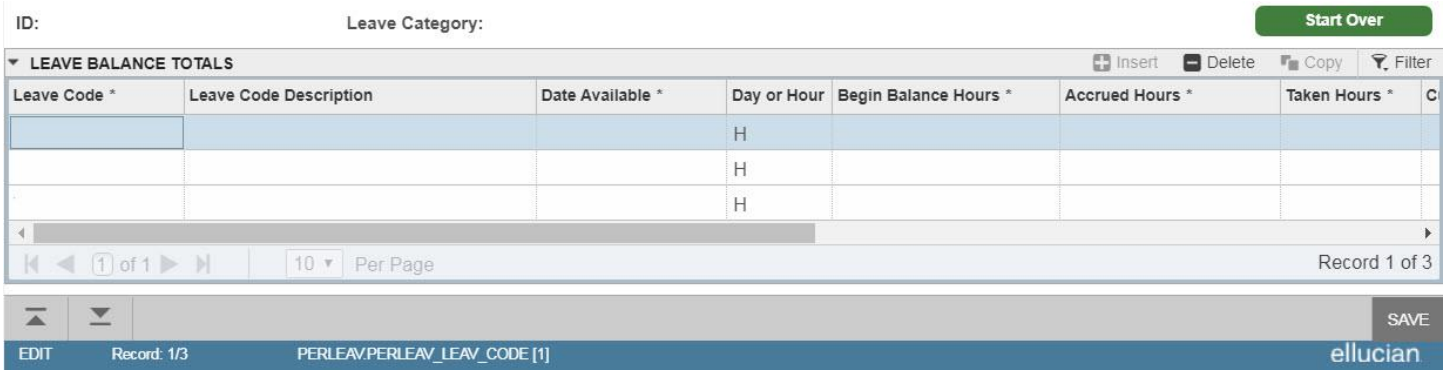
myGate Instructions for Employee Leave Balances – PEALEAV

PEALEAV allows authorized users to view annual leave balances for a specified employee.

1. From myGate, click on the Finance category.
2. In the Finance Category, click to open the AppNav card.
3. In the Search: field on the welcome screen, type PEALEAV
4. Press <Enter>
5. Key block information must be entered in order to view the additional detail information block in the form. For this form, in the ID field (A) enter the M-Number.
    a. If you do not know the M-Number, exit the screen and in the Search: field on the welcome screen, type in POIIDEN in order to go to the Employee Search Form.
    b. On the drop down menu, select the Last Name field and type the last name of the person for which you are searching. For example if searching Smith you would enter Smith in the last name field.
    c. Click the Go icon or press [F8] key to execute the query.
    d. Scroll down if necessary to find the person as listed on the paperwork.
    e. Is the person listed? If yes, double-click in the 'ID Number' column of the person you want. If the person is not listed, double check the spelling of the last name. If the name is correct, the person may not be in Banner.
6. Click the Select button (or press Alt-PgDn) and the block will fill in.





7. All leave balances will be displayed in the information block. Use the scroll bar on the right if there are additional leave codes at the bottom of the screen.