

- Sign-in to your JagNet Account

- Select the Employee Tab from the tabs and click on it. (as shown below)  
(You may have a different set of tabs displayed on the screen than the one shown below. This will depend on the department you are assigned)

- Select the Employee Service link as shown below

**My Services**

[Pay My Bill](#) | [Enroll/View Payment Plans](#) | [View Account Summary](#)

Enroll in a payment plan or view an existing payment plan.

**Student Services**  
View grades, register for classes, apply for financial aid, and much more through Student Self Service!

- [View My Class Schedule](#)
- [My 1098-T Tax Information](#)
- [My Advisor](#)
- [Common services Contacts](#)
- [Parking Permit Request](#)
- [Graduate On Time \(GOT\)](#)

**Employee Services**  
View your employee payroll data such as your pay stub, deductions, and leave balances.

**Quick Links - Employee**

[Business Office](#)  
[Faculty / Staff Email](#)  
[Grant Development, Accountability and Management Services](#)  
[Human Resources](#)  
[Purchasing](#)  
[Public Relations and Marketing](#)

**Business Office Forms**

**Business Office - Forms**  
Accounts Payable

- [BO-1200 - Emergency Hand Cut Form](#)
- [BO-1300 - Request for Prepayment Form](#)
- [BO-1800 - Departmental Signature Authority Form](#)
- [BO-5200 - Vendor Direct Deposit Authorization](#)
- [BO-8400 - Institutional Membership Approval Form](#)
- [BO-9000 - Acknowledgement of Cellular Phone Usage](#)
- [BO-9100 - Cell Phone Request form](#)

- Select the link Supervisor Leave Balance Report as shown below

**Employee**

[Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Leave Balances](#)

[Supervisor Leave Balance Report](#)

[Request Parking Permit](#)

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Select Leave Balances option to see the detailed leave balance report.

## Leave Balances

Select the link under the Type of Leave column to access detailed information.

### List of Leave Types

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Apr 23, 2012	Taken as of Apr 23, 2012	Available Balance as of Apr 23, 2012
<a href="#">Prior Year Vacation Leave</a>	Hours	.00 Sep 01, 2011	28.00	.00	28.00	.00
<a href="#">Sick Leave</a>	Hours	.00 Sep 01, 2011	13.50	48.00	.00	61.50
<a href="#">Vacation Leave</a>	Hours	.00 Sep 01, 2011	.00	48.00	8.00	40.00

[\[ Pay Stub \]](#)

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You may select

- [Prior Year Vacation Leave](#)
- [Sick Leave](#)
- [Vacation Leave](#)

For more detailed information.