• 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
Select the link Supervisor Leave Balance Report as shown below

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

- Prior Year Vacation Leave
- Sick Leave
- Vacation Leave

For more detailed information.