



TEXAS SOUTHERN UNIVERSITY

My Employee Portal User Guide

Leave Balances

1. Navigate to MyTSU portal landing page click, **'Human Resource'**



2. Choose **"Employee Self Service"**



"Employee" dashboard will launch.

3. View **"Leave Balances as of MM/DD/YYYY"** section
 - Displays 'Leave Balances'
 - Earned vacation with pay in hours
 - Sick leave with pay in hours
 - Sick bank in hours
 - Employees can click, **"Full Leave Balances Information"** summary link to view detail information by pay period.

Leave Balances as of 01/14/20XX			
Earned Vacation With Pay in hours	331.50	Sick Leave With Pay in hours	1,115.50
		Sick Bank in hours	0.00

[Full Leave Balance Information](#)

Contact a representative in the Office of Human Resources for more information.

Phone: (713) 313-7521
 Fax: (713) 313-4347
 Email: hrinfo@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: **<http://itservicecenter.tsu.edu>**

As always, we appreciate your support as we continue to improve the tools that ensure
 “Excellence in Achievement.”

TSU TEXAS SOUTHERN UNIVERSITY
 Office of Information Technology

GET IT HELP
 The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu
 To request assistance,
 Email: ITServiceCenter@tsu.edu
 Self-Service: <http://ITServiceCenter.tsu.edu>
 Call: 713-313-4357 or 713-313-HELP