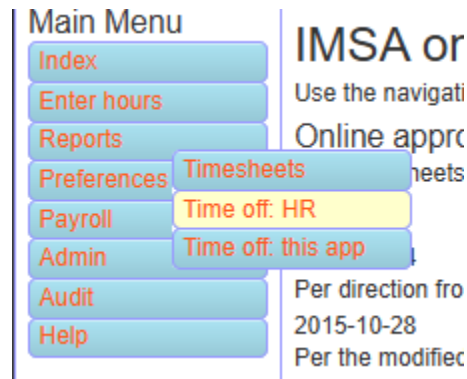


How to View Your Time Off

1. Log into the IMSA Timesheet application:
<https://app.imsa.edu/timesheet/default/user/login>
2. On the left hand side menu, hover over the Reports option, and then click on Time Off: HR



3. This will bring you to a new page where you will be able to see any relevant time off balances. Please note that your time off plans may not have the same names as the plans below and you may be missing or have additional plans, depending on your employee job type:

Time Off per HR Database

Description	Carryover	+ Accrued	- Taken	= Available
Floating Holiday	0.00	16.00	16.00	0.00
Personal - 16 hours/year	0.00	16.00	16.00	0.00
Sick - Support Ldrshp 12F	178.85	96.00	18.75	256.10
Vac - Support Ldrshp 12F	39.97	159.96	64.00	135.93

About this report

This report displays your Time Off totals for the current fiscal year from the HR's database (Sage/Abra/HRMS). It should be the same as reported by the selfservice.imsa.edu site.

The totals in the HR system and displayed on this page are updated regularly from this timesheet application, and so they can be out of date by a few days.

We believe this custom report page shows the correct data but if you have any questions please contact the HR department to get official time-off totals.

4. As noted in the picture above, timesheets are manually processed through the system, so time off balances may not be updated for a week's time. If you are unsure if your balances are up to date and concerned that you may use more time than you have available, please contact the HR Department, hr@imsa.edu, and we can verify your time off.