Viewing and Printing Time off Balances on Drexel One

Please Note: These instructions are intended to provide employees with basic information required to access and print time off balances. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your time off balances, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One home page

Use your internet browser to access the Drexel One home page at https://one.drexel.edu. There is a link to the Drexel One home page available in the lower left-hand corner of the Drexel University home page, http://www.drexel.edu.

Step 2. Log on to Drexel One
Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Password Reset Wizard” link and follow the instructions.

Step 3. Select the “Employees” tab

From the Drexel One Main Menu, click on the “Employees” tab at the top left of the screen.
Step 3a. Address Verification

Once each academic term, you will be prompted to verify your Employee Campus Mailing address and your Employee Home address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employees Main Menu.

If you do not receive this pop-up message, you will automatically be taken to the Employees Main Menu; skip to Step 4.
Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.
Step 5. Select “View Leave Balances and Activity”

Click on the “View Leave Balances and Activity” link from the Time Reporting Menu. This link may appear as “View Leave Balances and History”. If so, use this link instead.
Step 6. View/Print Leave Balances

The View Leave Balances screen will display a summary of your time off balances for each type of time off for which you are eligible. You can view your beginning balance as of July 1st; how many hours you have earned; how many hours you have taken and your available balance as of the date displayed.

You may print your time off balances using the browser’s print button located at the top center of the screen. Please make sure that the printer you are using is not in use by others and retrieve your time off balances immediately.

If you would like to view the detail of the amounts shown, click on any of the Type of Leave descriptions and skip to step 7.

If you do not want to view the detail of your time off, you may log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
Step 7. View/Print Leave Balance Detail

The View Leave Detail screen will show you the amount of hours earned and taken each pay period for the type of leave selected.

You may print your time off balance detail using the browser's print button located at the top center of the screen. Please make sure that the printer you are using is not in use by others and retrieve your time off detail immediately.

You may log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
### View Leave Detail

**Vacation**

**Leave Accrual and Usage from Jul 01, 2006 to Jun 30, 2007**

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<th>Payroll Type</th>
<th>Date Paid</th>
<th>Pay Period Begin Date Pay Period End Date</th>
<th>Hours</th>
<th>Days Earned Taken</th>
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[View Leave Balances]