Viewing and Printing Time Off Balances in 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 portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
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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 “help” link and follow the instructions.
Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*
Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location 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 Employee Services Menu.
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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 function. 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 “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.
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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 function. 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 “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.