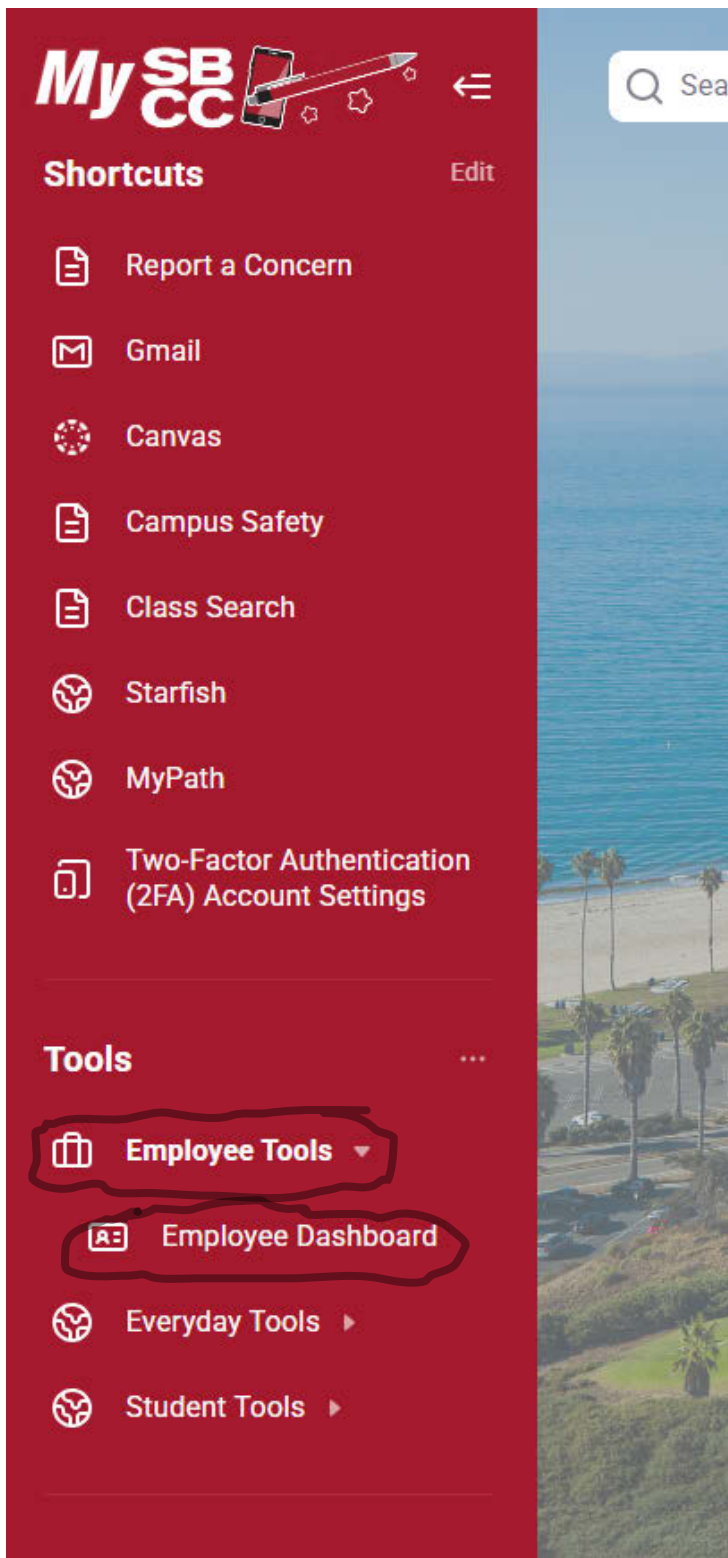


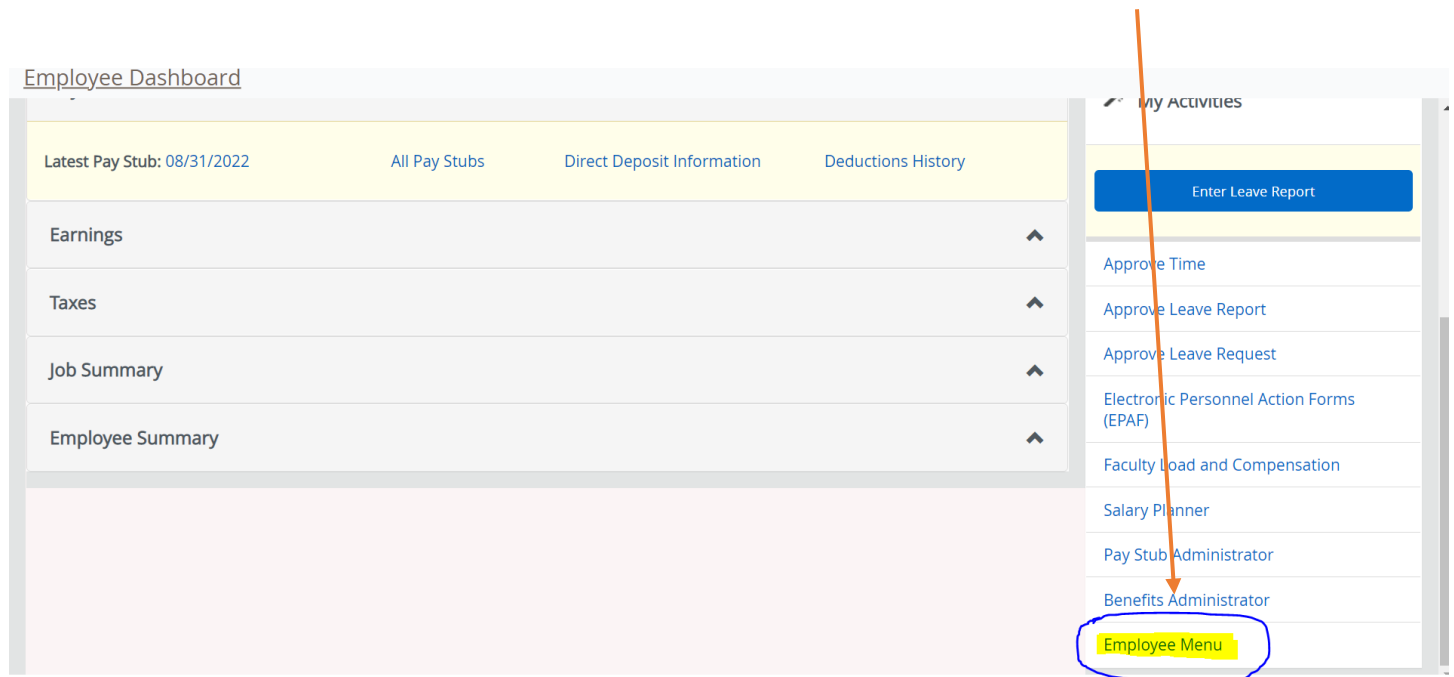
Accessing Sick Leave Balance in my.sbcc.edu

Log into my.sbcc.edu

On the left hand side, scroll down to Tools and Click "Employee Tools" and then "Employee Dashboard"

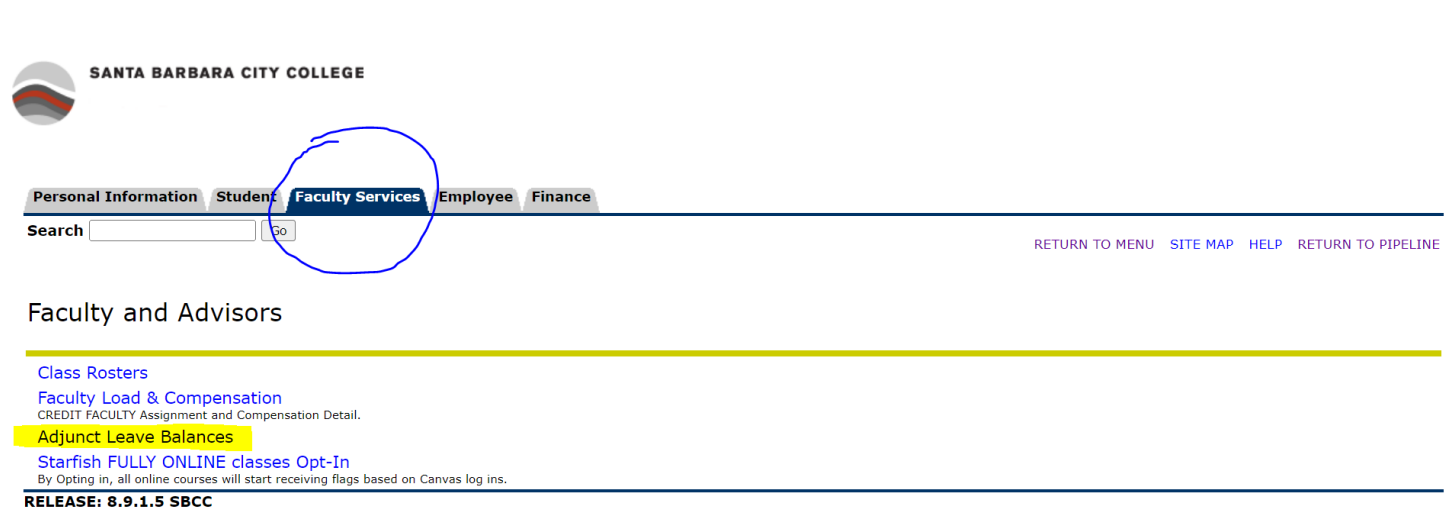


On the lower right hand side of the Employee Dashboard home page Click on **Employee Menu**



The screenshot shows the Employee Dashboard interface. On the left, there's a main content area with sections for 'Latest Pay Stub: 08/31/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below these are expandable sections for 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, there's a sidebar titled 'My Activities' containing a list of links: 'Enter Leave Report', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Salary Planner', 'Pay Stub Administrator', 'Benefits Administrator', and 'Employee Menu'. The 'Employee Menu' link is highlighted in yellow and circled in blue. An orange arrow points from the top of the page down to the 'Employee Menu' link.

You will be re-directed to the following page where you need to click on the **Faculty Services** tab. Then, select the Adjunct Leave Balance link (highlighted in yellow below).



The screenshot shows the Santa Barbara City College website. At the top, there's a header with the college logo and name. Below the header is a navigation bar with tabs: 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Finance'. The 'Faculty Services' tab is circled in blue. Below the navigation bar is a search bar with a 'Go' button. To the right of the search bar are links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'RETURN TO PIPELINE'. Below the search bar is a section titled 'Faculty and Advisors'. Under this section, there are several links: 'Class Rosters', 'Faculty Load & Compensation', 'CREDIT FACULTY Assignment and Compensation Detail.', 'Adjunct Leave Balances' (highlighted in yellow), and 'Starfish FULLY ONLINE classes Opt-In'. At the bottom, there's a footer with the text 'By Opting in, all online courses will start receiving flags based on Canvas log ins.' and 'RELEASE: 8.9.1.5 SBCC'.