



View Your Leave Balances: Holiday, Personal, Sick and Vacation Time

1. Log in to *KnowHope Plus* (<http://plus.hope.edu>)
 - If you do not know your Employee ID or PIN, please call CIT at x7670.
2. Select **Employee**
3. Select **Leave Balances**

HOPE COLLEGE knowhope plus

Personal Information | Registrar and Student Accounts | **Employee**

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Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of May 07, 2009	Taken as of May 07, 2009	Available Balance as of May 07, 2009
Floating Holiday	Hours	8.00	.00	.00	8.00
Personal Pay	Hours	16.00	.00	.00	16.00
Sick Pay	Hours	32.61	33.88	44.50	21.99
Vacation Pay	Hours	16.30	83.16	63.50	35.96

RELEASE: 7.0

TOTAL		DD Amt			
YTD GROSS					
Sick	Vacation	Personal	Floater		
21.99 H	35.96 H	16.00 H	8.00 H		

Arrows show location of information within KnowHope Plus formerly found on printed pay stubs

Floating Holiday and Personal Pay: beginning balances appear as of January 1. Time must be used during the calendar year and does not carry over to the next year.

Sick Pay and Vacation Pay: please refer to the Employee Handbook calendar.

Available Balance (4th Column) = (Column 1 + Column 2) – Column 3

If you have questions, please call Dianna Machiela at x7820 or refer to the Employee Handbook on the HR Website.