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**How to Check PTO Balance on Unanet**

To find your Paid Time Off (PTO) Balance,

**Step 1:** Log into Unanet. This should take you to the Time – Dashboard page. If you are not already on the Time – Dashboard page, click on the Time tab at the top of the screen and click the Dashboard option from the drop-down list.

**Step 2:** Once you are on the Time – Dashboard page, look at the Quick Reports menu on the left of the screen and click the Leave Balance option.

**Step 3:** The Leave Balance spreadsheet lists Budget, Actuals, and Variance. The Variance number is the amount of PTO you have remaining or your PTO Balance. The Actuals number is the amount of PTO you have already used. The Budget number is the total amount of PTO you earn in a year.

Comp time will not be reflected on Unanet. For questions regarding comp time, please email our Office Manager, Maddie Ide at [Maddie.ide@keplerresearch.com](mailto:Maddie.ide@keplerresearch.com).

Note: These balances are manually updated after each pay period. They will be updated by the 3rd and the 17th of each month. Please allow for this delay to ensure accuracy.