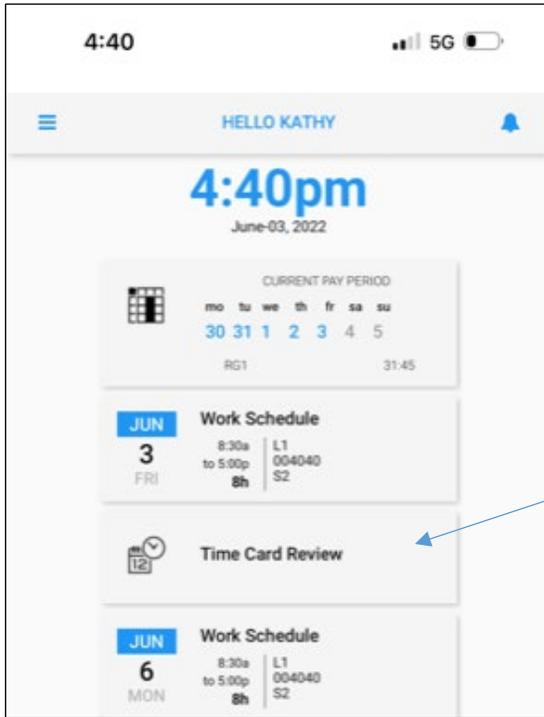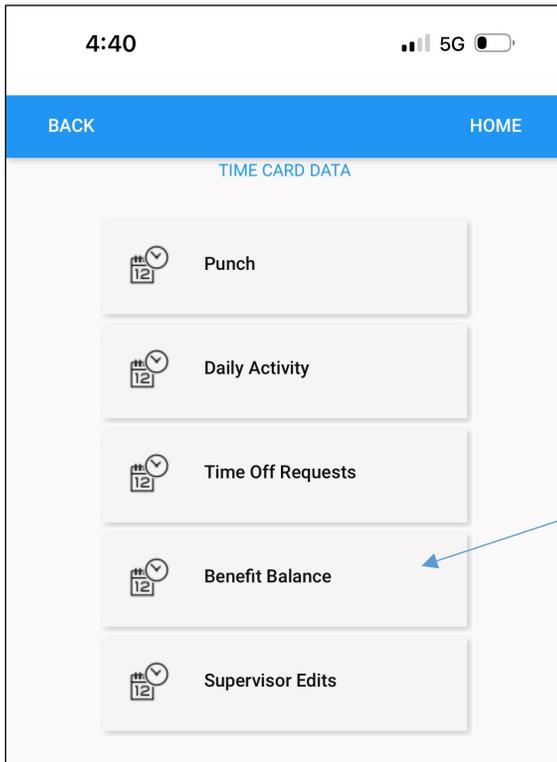# ESSM: Viewing Benefit Balances

Job Aid

To view benefit balances in the ESS Mobile app, tap the Time Card Review tile displayed in your mobile app home screen.
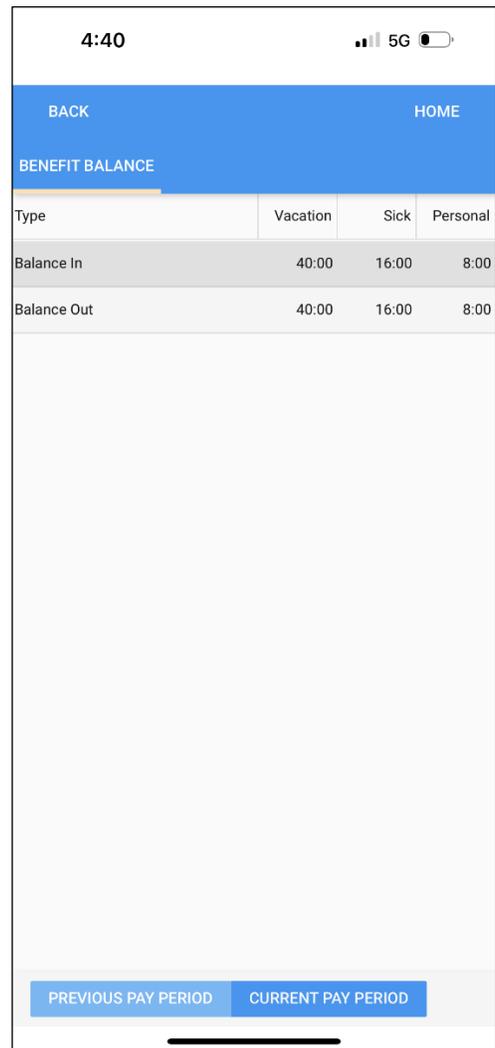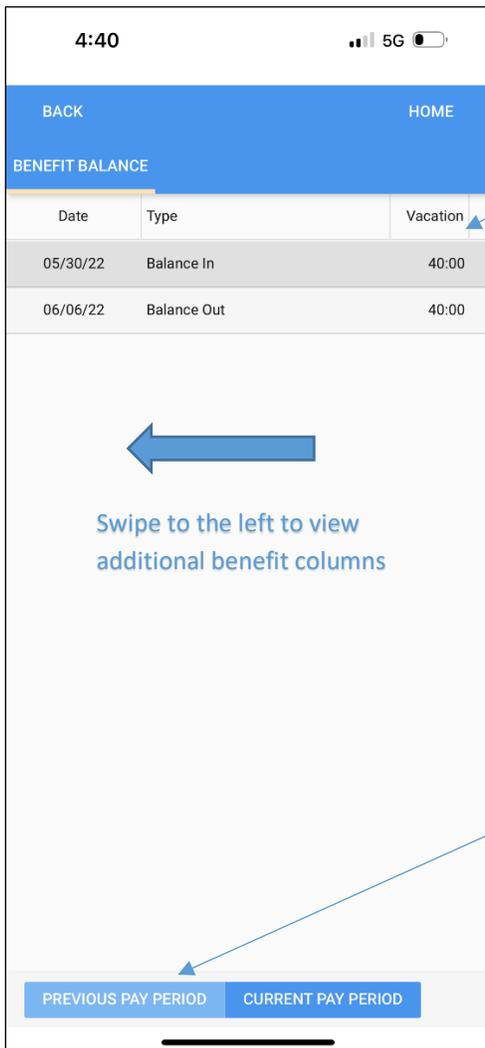

Click Time Card Review tile

Tap the Benefit Balance tile in the Time Card Data screen.

Click Benefit Balance tile

Benefit balances are displayed by dates for the balance in and balance out for the pay period selected. Tap the Previous Pay Period tab at the bottom of the screen to view benefit balances for the previous pay period. Finger swipe the screen to move the screen to view the hidden balance columns.

Benefit balance column

Date	Type	Vacation
05/30/22	Balance In	40:00
06/06/22	Balance Out	40:00

Swipe to the left to view additional benefit columns

Previous Pay Period tab

Type	Vacation	Sick	Personal
Balance In	40:00	16:00	8:00
Balance Out	40:00	16:00	8:00