



How to View Leave Balances and Accruals





How to Access CougarNet

- Type www.siu.edu into the address bar and click enter
- Click the CougarNet icon

The screenshot shows the Southern Illinois University Edwardsville website. The address bar contains 'www.siu.edu'. The main navigation menu includes 'Admissions', 'Academics', 'Student Life', 'Athletics', 'Maps', 'Research', 'Giving', and 'About SIUE'. A red 'Apply to SIUE' button is visible. The main content area features a large image of students in red 'SIUE COUGAR' t-shirts. A 'AIM HIGH Grant' announcement is displayed, stating 'SIUE is offering more than \$4-million in new grants for Illinois students.' Below this are sections for 'News' (SIUE Students Make History with Successful High-Powered Rocket Launch), 'Discover SIUE', and 'Calendar & Events' (CAB: Cougar Kids Saturday, SIUE Percussion Ensembles in Concert, SIUE Concert Jazz Band). The footer contains links for 'Current Students', 'Faculty & Staff', 'Alumni', 'Business Partners', 'Parents', 'Community', and 'Veterans'. A 'CougarNet' icon is located in the bottom right corner of the page.





Login into CougarNet

- Login using either your e-ID or your University ID (800#)

CougarNet

Enter CougarNet with your e-ID
Login here to view your personal information.

Enter CougarNet with your University ID (begins with 800)
Login here to view your personal information.

Class Schedule
View the current schedule of classes.

Course Catalog
View course information, including course description.

Authorize a 3rd Party login

Textbook Information
Link to textbook Information

General Financial Aid
Financial Aid Application and Information Links.

Faculty and Staff Campus Directory
Contact Information for campus employees.

Prospective Students
Tell us about yourself and request information about our institution.

Apply for Admission or Check Application Status
Enter a new application or return to complete an application.

University Housing
On-campus living options and applications for new and returning students.

Donors and Friends
Links to SIUE Foundation Homepage.

Alumni Homepage
Links to SIUE Alumni Homepage.

Browser Compatability
Links to a list of currently supported browsers for Cougarnet





Select Employment Box then Leave Balances

Navigation menu with five items: Personal Information, Student, Financial Aid, **Employment**, and Blackboard Academic Suite. The Employment box is highlighted with a red border.

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile; Update ethnicity and race; Declare veteran classification and disability status.

Student
Apply for Admission, Register, View your academic records and Billing Information.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Employment
Benefits, Deductions, leave or job data, paystubs, W2 forms, and W4 data.

Blackboard Academic Suite



Home > Employment

Navigation menu with five items: Personal Information, Student, Financial Aid, **Employment**, and Blackboard Academic Suite. The Employment box is highlighted with a blue border.

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, benefit statement, employee discounts.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay statement.

Tax Forms
Review W-4 withholding information, view and/or print your W-2 form online, and consent to receive future W-2 forms electronically.

Jobs Summary

Leave Balances

Campus Directory





An example of Leave Balances screen

Employee Leave Category: 24

Adjusted Service Date: 07/17/2017 - 1.33 Year(s) of Service

[Link to Leave Accrual Rates and Additional Information:](#) [Civil Service Leave Category 24](#)

Please check the link above for your Maximum Vacation Carryover rate.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	FY YTD Earned as of Nov 26, 2018	FY YTD Taken as of Nov 26, 2018	Available Balance as of Nov 26, 2018
COMP-Comp Time	Hours	.00	.00	.00	.00
EXSK-Extended Sick	Hours	.00	.00	.00	.00
SICK-Sick earned post 1997	Hours	.00	.00	.00	.00
SK84-Sick earned pre1984balnc	Hours	.00	.00	.00	.00
SK97-Sick earned1984-97balance	Hours	.00	.00	.00	.00
V250- Vacation	Hours	.00	.00	.00	.00

[Pay Statement](#)





Contact Us

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For staff resources and
assistance, visit siue.edu/its

