

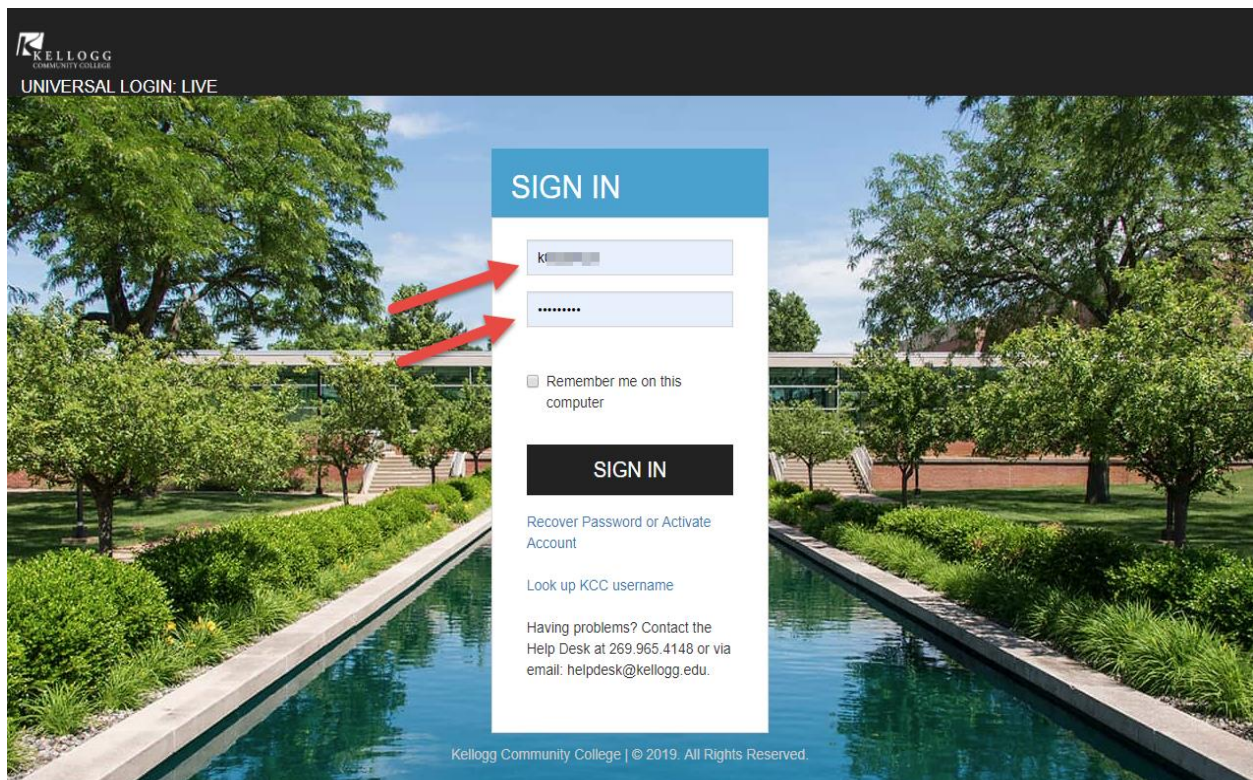
## How to view your Leave Plan Summary

Go to the KCC homepage at [www.kellogg.edu](http://www.kellogg.edu)

1. Click on the Bruin Portal Login button.



2. Sign In with your KCC K-ID and password.



3. Click on the Employee box.

The screenshot shows the Bruin Portal home page. At the top, there is a blue header with the Bruin logo and the text "BRUIN PORTAL". To the right of the header are links for "Sign out" and "Help". Below the header, a grey banner says "Hello, Welcome to KCC!" and "Choose a category to get started." The main content area is a grid of 14 white boxes, each with an icon and a title. A red arrow points to the "Employee" box, which contains the text: "Employee. Here you can view earnings statements, timecards, and links to other KCC employee-based services."

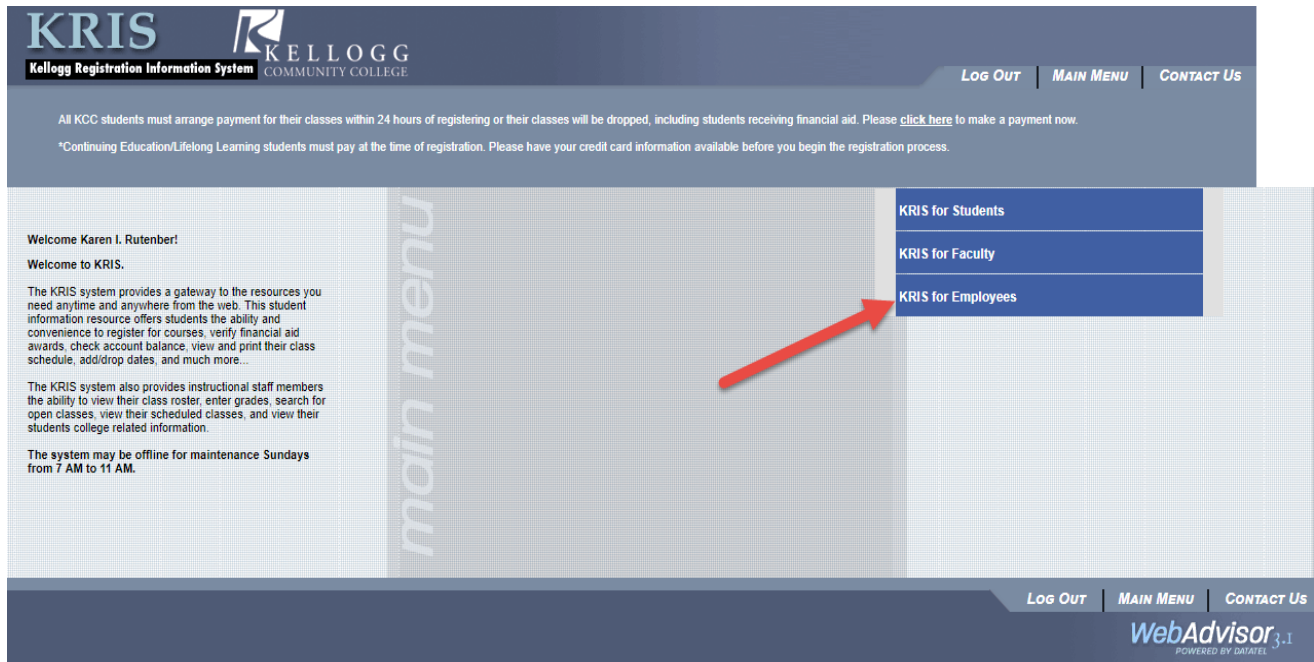
<b>Moodle</b> Here you can access your Moodle courses.	<b>Email</b> Here you can access your KCC Email account.
<b>Search For Classes</b> Here you can search for courses and course sections.	<b>Class Schedule</b> Here you can view and print your class schedule.
<b>Student Finance</b> Here you can view your latest statement and make a payment online.	<b>Tax Information</b> Here you can change your consent for e-delivery of tax information.
<b>Banking Information</b> Here you can view and update your banking information for refund checks.	<b>Employee</b> Here you can view earnings statements, timecards, and links to other KCC employee-based services.
<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	<b>Grades</b> Here you can view your grades by term.
<b>Graduation Overview</b> Here you can view and submit a graduation application.	<b>Transcript Requests</b> Here you can view and request a transcript.
<b>Financial Management</b> Here you can view the financial health of your cost centers and your projects.	<b>Student Resources</b> Here you can sign up for text alerts, get help, and view Clery Act reports.

4. Click on KRIS box.

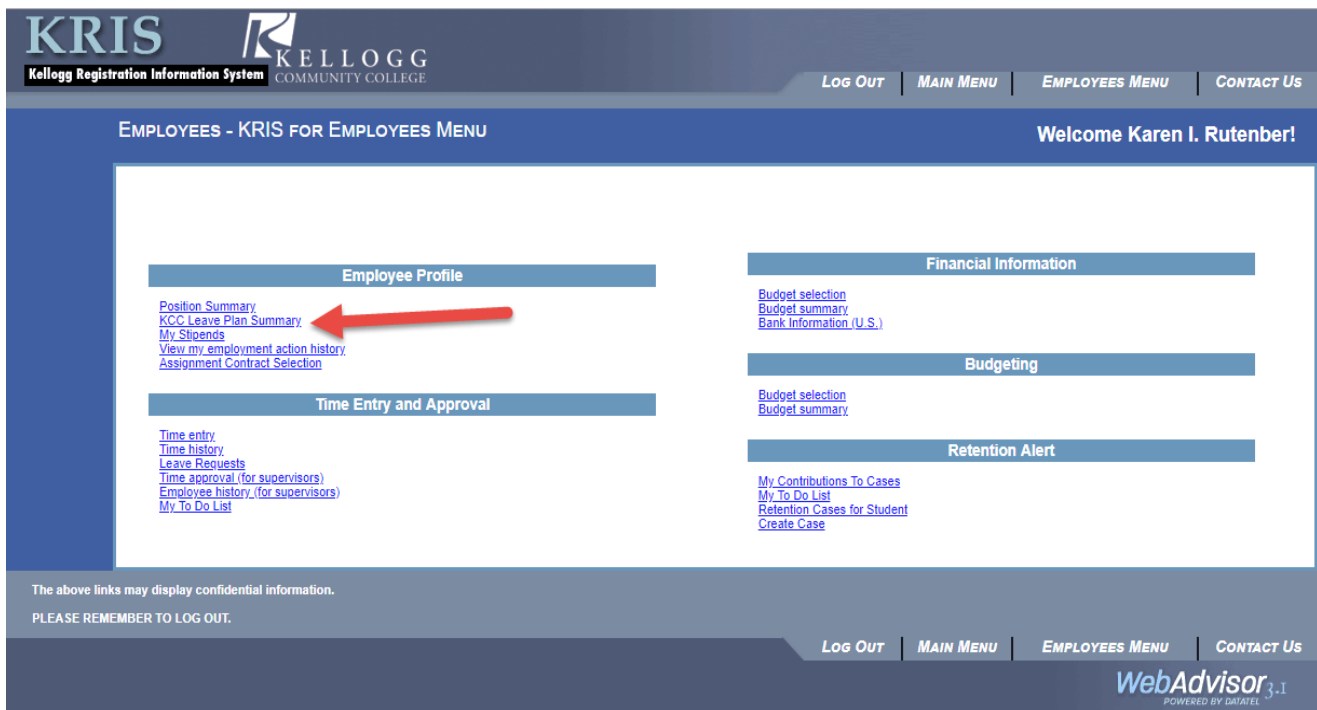
The screenshot shows the Bruin Portal Employee page. At the top, there is a blue header with the Bruin logo and the text "BRUIN PORTAL". To the right of the header are links for "Sign out" and "Help". Below the header, there is a breadcrumb trail: "Employment > Employee > Employee Overview". The main content area is a grid of 10 white boxes, each with an icon and a title. A red arrow points to the "KRIS" box, which contains the text: "KRIS. Here you can access the legacy KRIS system."

<b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	<b>Banking Information</b> Here you can view and update your banking information for refund checks.
<b>Time Approval</b> Here you can approve or reject timecards for the people you supervise	<b>Earnings Statements</b> Here you can view your earnings statement history.
<b>Employee Proxy</b> Here you can delegate certain types of work tasks to another employee.	<b>Leave</b> Here you can view your leave balances.
<b>Time Entry</b> Here you can enter your work time in the legacy KRIS system.	<b>Time Approval</b> Here supervisors can approve timecards in the legacy KRIS system.
<b>KRIS</b> Here you can access the legacy KRIS system.	<b>Report An Incident</b> Here you can submit a Code of Conduct, Title IX, or Bruins Care incident to Maxient.
<b>Etrieve Content</b> Here you can access SoftDocs Etrieve. Etrieve is only available to authorized employees.	<b>Colleague</b> Here you can access Colleague UI. Colleague is only available to authorized employees on staff computers.

5. Click on KRIS for Employees button, in the KRIS menu on the right.



6. Click on KCC Leave Plan Summary, under the Employee Profile section.



If you have any questions concerning your leave, please call extension 2369. We would be glad to help.

Thank you,

Human Resources