

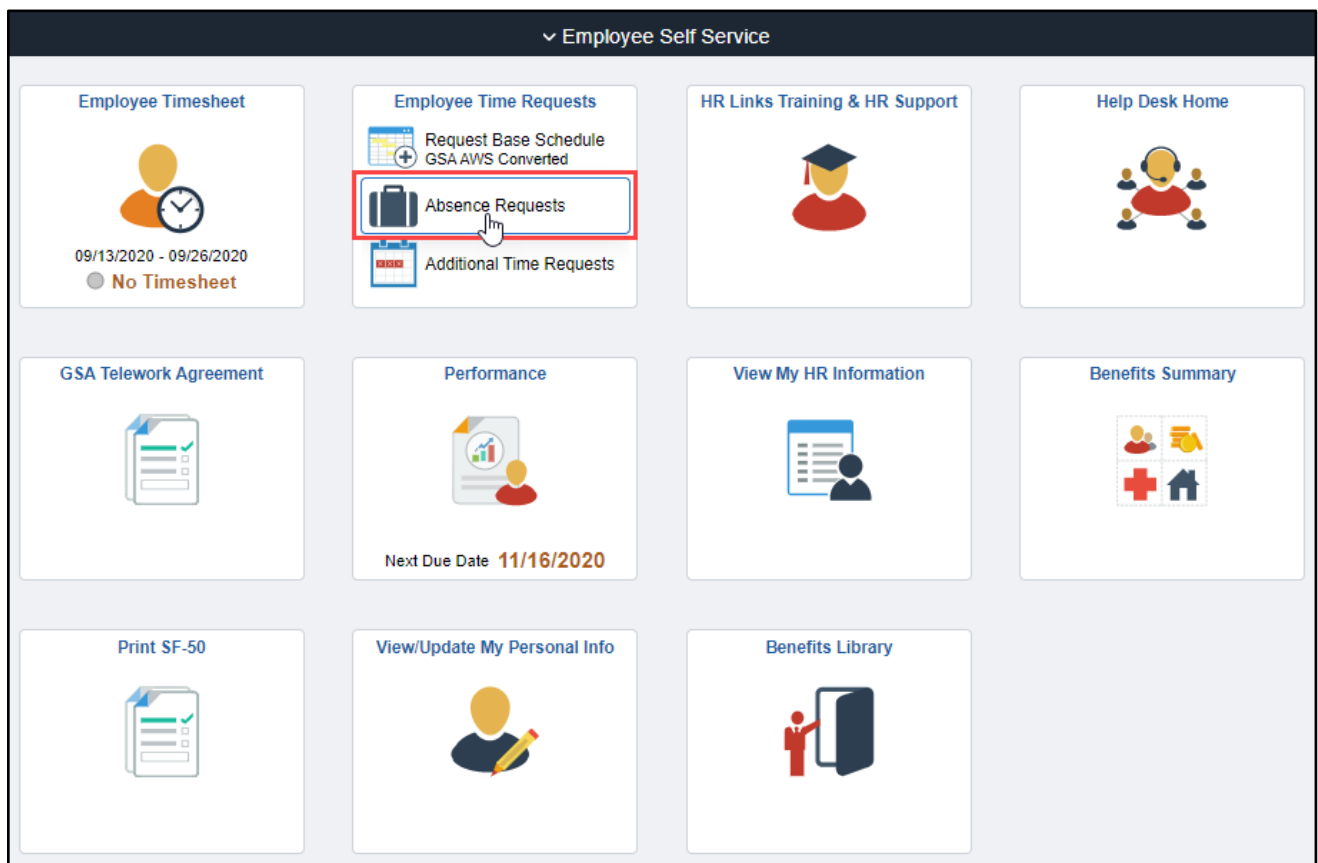


# View Absence Balances (Employee)

Follow this job aid to learn how to view your historical absence balances within a 90 day timeframe.

## View Absence Balances From Employee Time Request Tile

1. Select **Absence Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.





2. Select **Absence Balances** from the Absence page.

Employee Self Service > Time > Absence

REQUEST ABSENCE **ABSENCE BALANCES**

**Annual Leave Balance**  
263.5 Hours  
(207.5 Hours Use or Lose)  
REQUEST ANNUAL LEAVE

**Sick Leave Balance**  
400.5 Hours  
REQUEST SICK LEAVE

The current balance does not reflect requests that have been processed after 02/13/2021.

**Absence Request History**

ABSENCE TYPE: All STATUS: All Statuses BEGIN DATE: 12/16/2020 END DATE: 06/14/2021

Date	Absence Type	Duration	Status	
Monday March 29 - Friday April 2	Annual Leave	44 Hours	Approved	VIEW/EDIT CANCEL

3. The view defaults to the last 90 days, but you can adjust the date range as needed to see historical absence balances. Select the calendar icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.

**Absence Balances**

START DATE: 11/21/2020 END DATE: 03/16/2021

AS OF PAY PERIOD ENDING DATE	11/21/2020	12/05/2020	12/19/2020	01/02/2021	01/16/2021	01/30/2021	02/13/2021
Annual Leave Balance	290.5	294.5	294.5	239.5	247.5	255.5	263.5
Annual Leave Balance - Use or Lose	74.5	62.5	62.5	0	207.5	207.5	207.5
Sick Leave Balance	382	388	388	392	392.5	396.5	400.5

The current balance does not reflect requests that have been processed after 02/13/2021.

















CLOSE

4. Select **Close** to return to the Absence page.

## View Absence Balances From Employee Timesheet

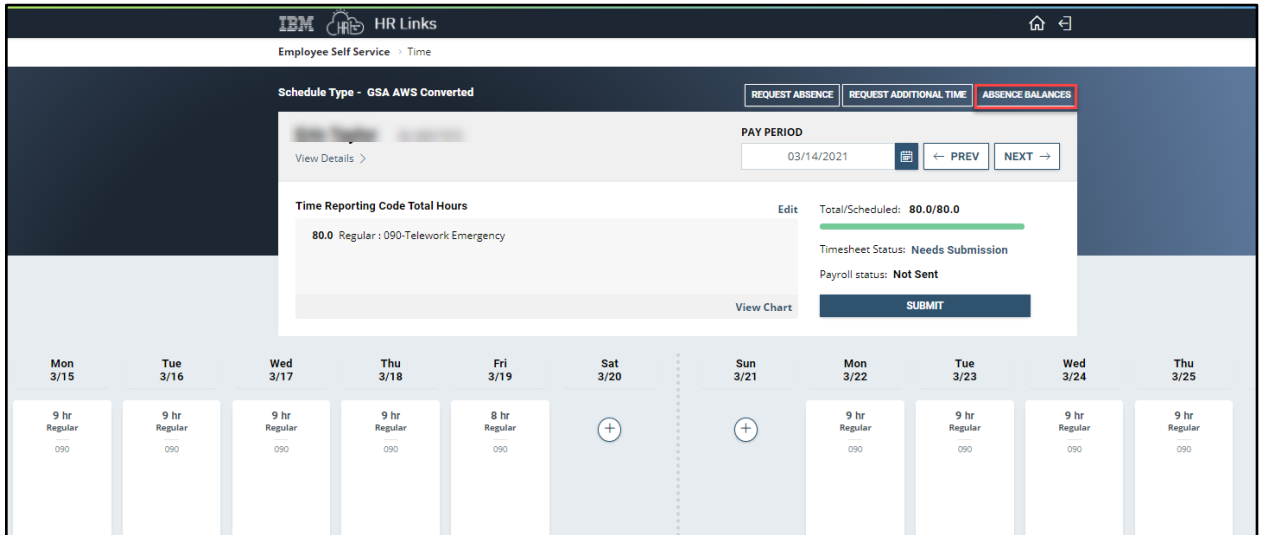
5. Select **Employee Timesheet** tile on the Employee Self Service homepage.


Employee Self Service

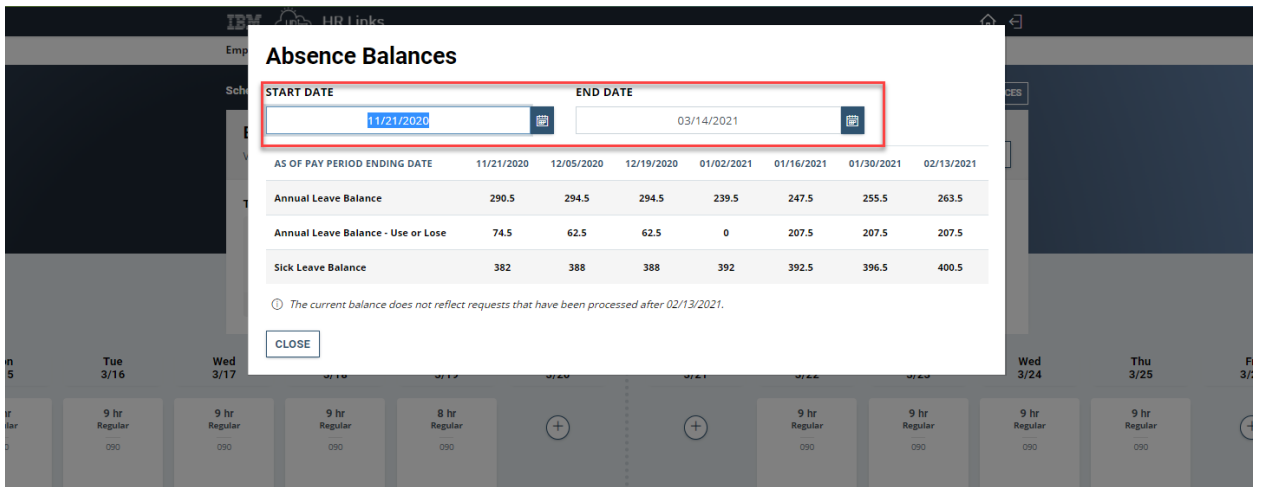
<div style="text-align: center;"> <p><b>Employee Timesheet</b></p>  <p>02/28/2021 - 03/13/2021</p> <p>● <b>Saved</b></p> </div>	<p><b>Employee Time Requests</b></p> <ul style="list-style-type: none"> <li> Request Base Schedule GSA AWS Converted</li> <li> Absence Requests</li> <li> Additional Time Requests</li> </ul>	<p><b>Performance</b></p> <div style="text-align: center;">  </div> <p>Next Due Date <b>05/31/2021</b></p>	<p><b>Print SF-50</b></p> <div style="text-align: center;">  </div>
<p><b>Benefits Summary</b></p> <div style="text-align: center;">  </div>	<p><b>Benefits Library</b></p> <div style="text-align: center;">  </div>	<p><b>View My HR Information</b></p> <div style="text-align: center;">  </div>	<p><b>Help Desk Home</b></p> <div style="text-align: center;">  </div>
<p><b>Company Directory</b></p> <div style="text-align: center;">  </div>	<p><b>HR Links Training &amp; HR Support</b></p> <div style="text-align: center;">  </div>	<p><b>GSA Telework Agreement</b></p> <div style="text-align: center;">  </div>	<p><b>Approvals</b></p> <div style="text-align: center;">  </div> <p style="text-align: right;"><b>5</b></p>
<p><b>HR Links Satisfaction Survey</b></p> <div style="text-align: center;">  </div>	<p><b>Employee Reports</b></p> <div style="text-align: center;">  </div>		



6. Select **Absence Balances** from the Timesheet.



7. The view defaults to the last 90 days, but you can adjust the date range as needed to see historical absence balances. Select the calendar icon  to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.



8. Select **Close** to return to the Timesheet.



## Questions?

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If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or [ITServiceDesk@gsa.gov](mailto:ITServiceDesk@gsa.gov)
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
  - [PBS HR Service Center](#)
  - [FAS HR Service Center](#)
  - [Staff Office HR Service Center](#)
  - [Executive Resources HR Service Center](#)