View Absence Balances (Manager)

Follow this job aid to learn how to view your employee’s historical absence balances.

**View Absence Balances**

1. From the *Manager Self Service* homepage, select the *Manager Analytics and Reports* tile.

![Manager Self Service Homepage](image1)

2. Select Absence Balance History from the menu on the left side of the page. Select the EMPID of the employee you want to view. Select the calendar icon to choose the Start Date and End Date or type the Start and End Dates into the corresponding fields. Select View Results.

![Absence Balance History](image2)
Questions?

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

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
- **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