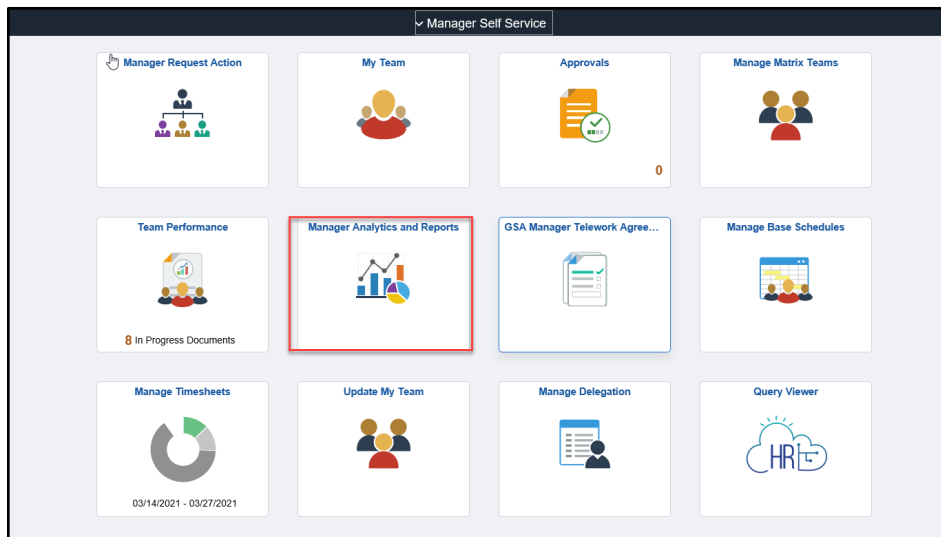



# View Absence Balances (Manager)

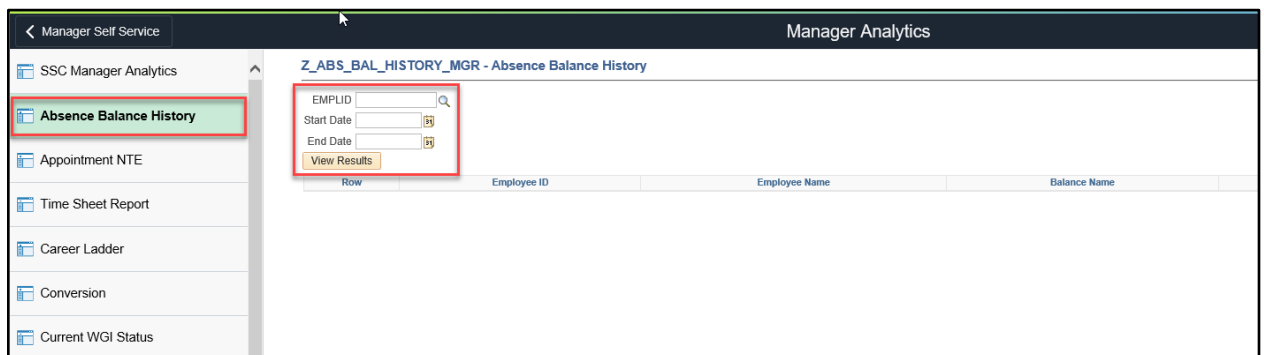
Follow this job aid to learn how to view your employee's historical absence balances.

## View Absence Balances

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



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.





Manager Self Service | Manager Analytics

Z\_ABS\_BAL\_HISTORY\_MGR - Absence Balance History

EMPLID: [ ]  
Start Date: 02/01/2021  
End Date: 03/25/2021  
View Results

Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)

View All

Row	Employee ID	Employee Name	Balance Name	End Date	Balance
1			Credit Hours Balance	02/13/2021	6.0
2			Annual Leave Balance	02/13/2021	259.0
3			Sick Leave Balance	02/13/2021	1202.0
4			Use or Lose	02/13/2021	200.0
5			Credit Hours Balance	02/27/2021	4.5
6			Annual Leave Balance	02/27/2021	267.0
7			Sick Leave Balance	02/27/2021	1206.0
8			Use or Lose	02/27/2021	203.0
9			Credit Hours Balance	03/13/2021	4.5
10			Annual Leave Balance	03/13/2021	275.0
11			Sick Leave Balance	03/13/2021	1210.0
12			Use or Lose	03/13/2021	203.0

First 1-12 of 12 Last

## 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](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](#)
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