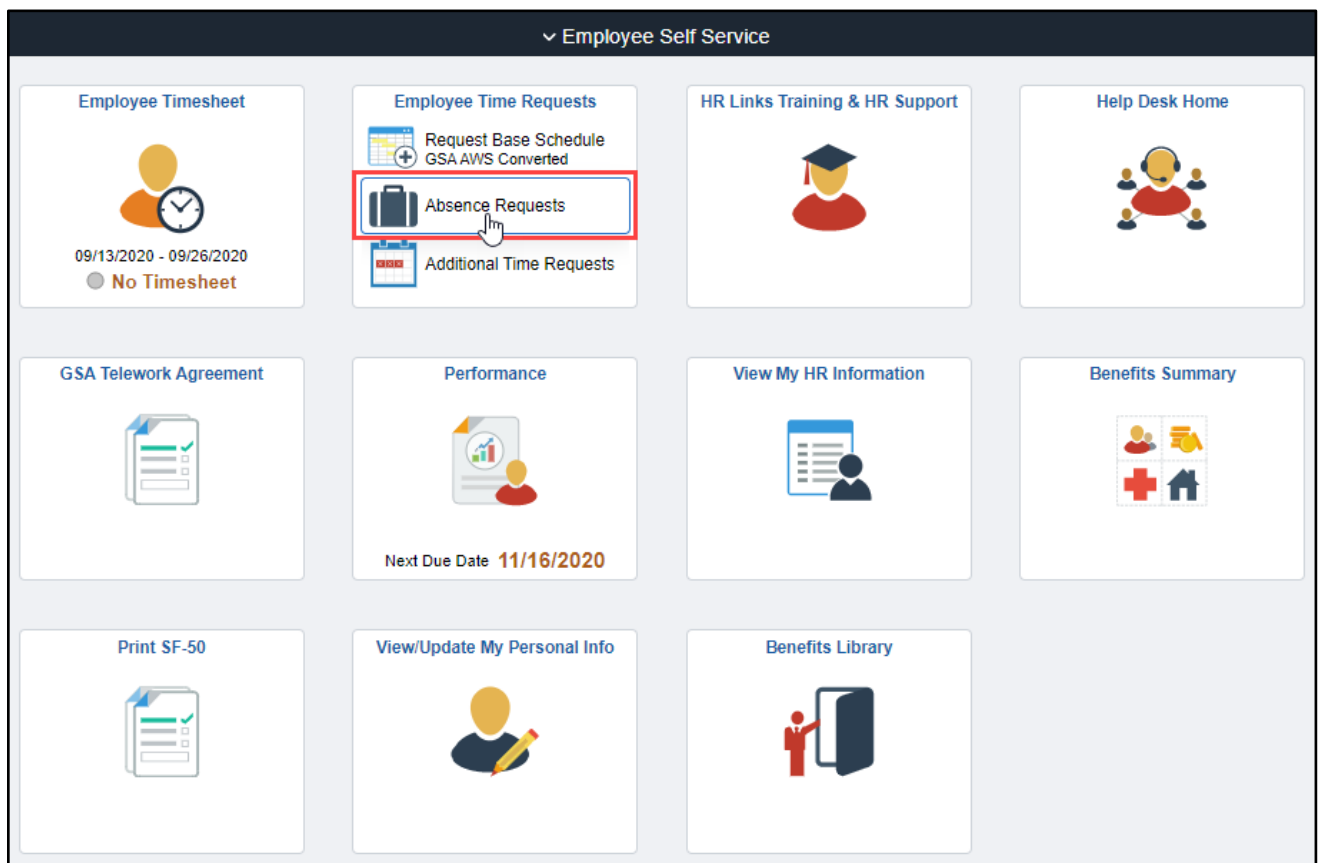# View Absence Balances (Employee)

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.

Select

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.

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

![HR LINKS - Bringing systems together to better serve you!]

View Absence Balances From Employee Timesheet

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

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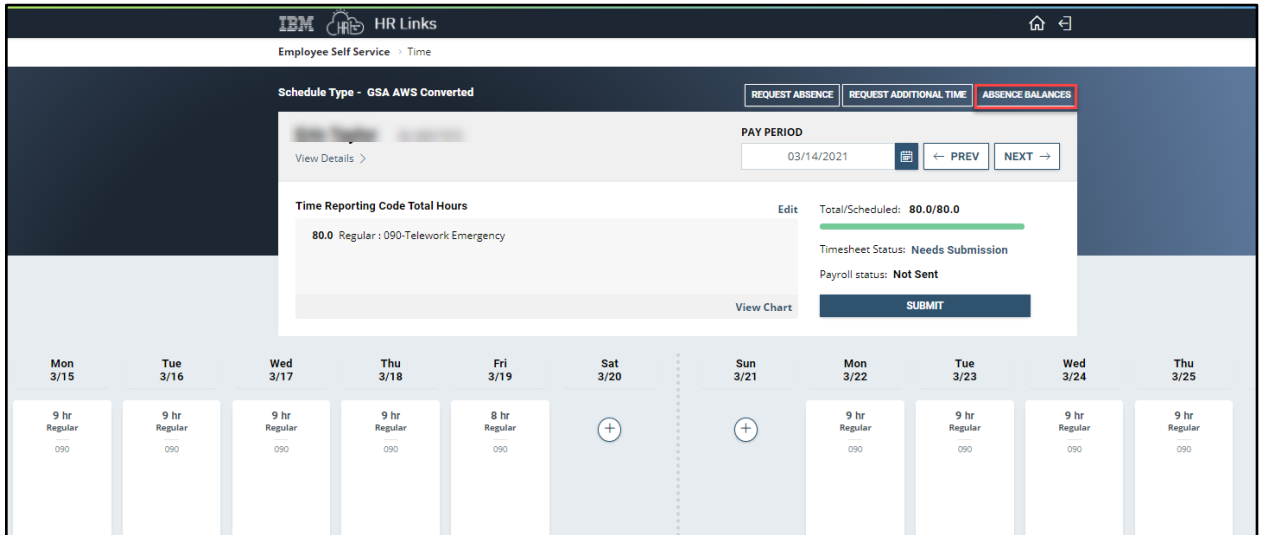
7. The view defaults to the last 90 days, but you can adjust the date range as needed to see historical absence balances. Select the calendar icon to choose the **Start Date** and **End Date** or type the **Start** and **End Dates** into the corresponding fields.
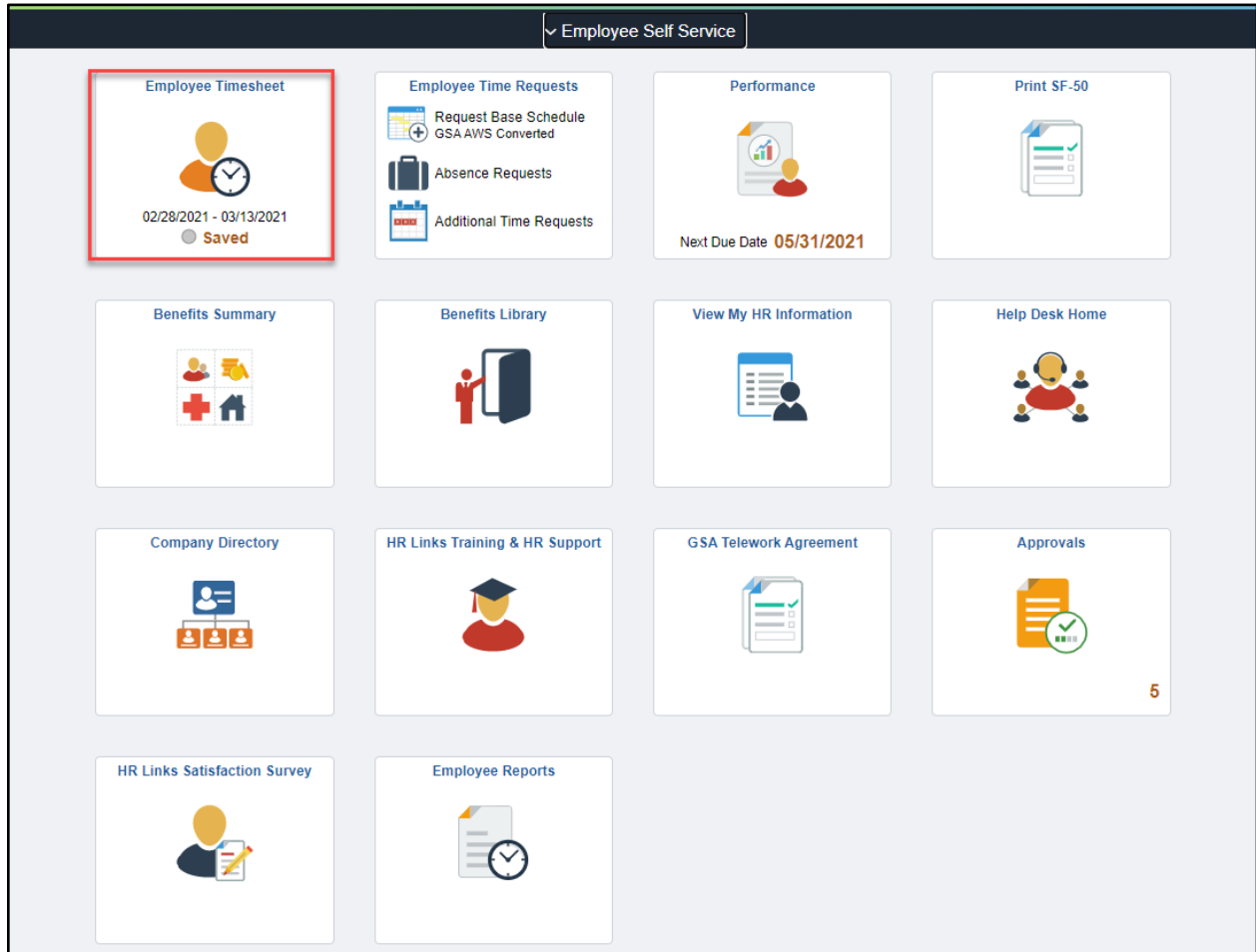

8. Select **Close** to return to the Timesheet.

Questions?

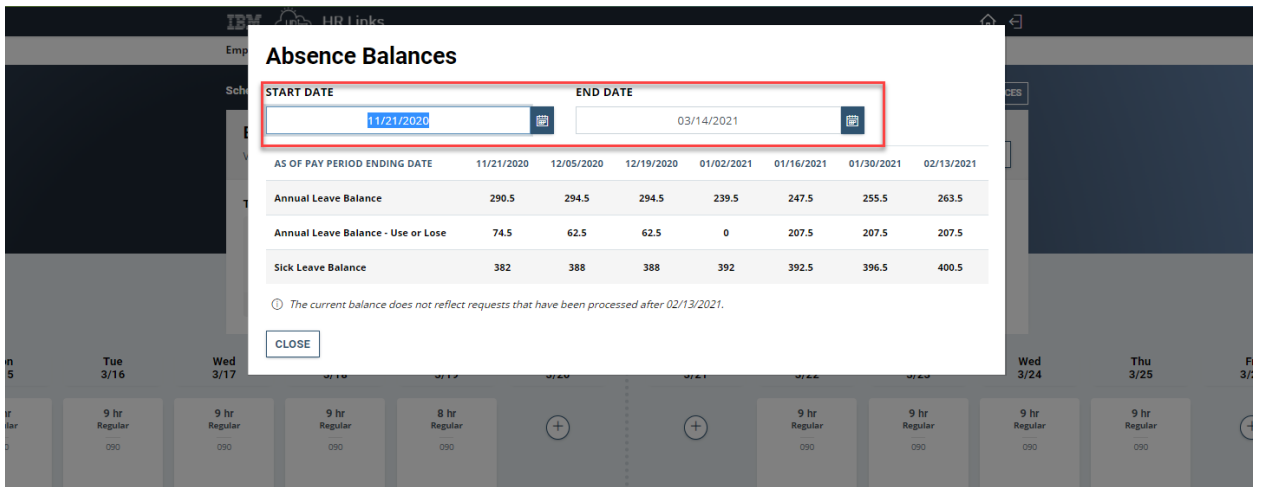Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

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](#)