

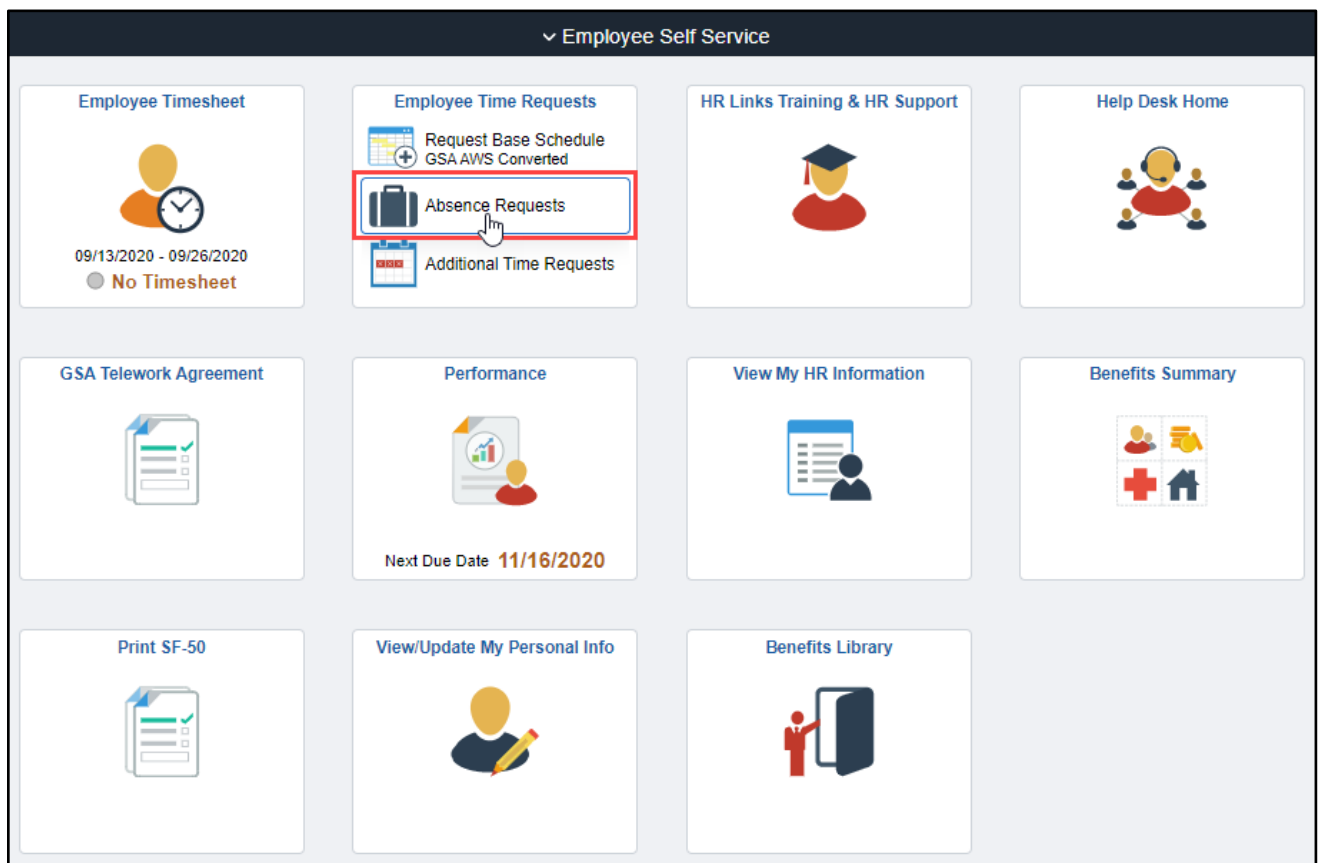


# View Absence Balances (Employee)

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

The screenshot shows the HR Links interface. At the top, there are navigation tabs for 'REQUEST ABSENCE' and 'ABSENCE BALANCES', with the latter selected. Below this, there are two main cards: 'Annual Leave Balance' showing 263.5 Hours (with a note '(207.5 Hours Use or Lose)') and 'Sick Leave Balance' showing 400.5 Hours. Below these cards is a note: 'The current balance does not reflect requests that have been processed after 02/13/2021.' Underneath is the 'Absence Request History' section, which includes filters for 'ABSENCE TYPE' (All), 'STATUS' (All Statuses), 'BEGIN DATE' (12/16/2020), and 'END DATE' (06/14/2021). A table below shows a request for 'Annual Leave' from 'Monday March 29 - Friday April 2' for a duration of 44 Hours, with a status of 'Approved'. There are 'VIEW/EDIT' and 'CANCEL' buttons for this request.

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.

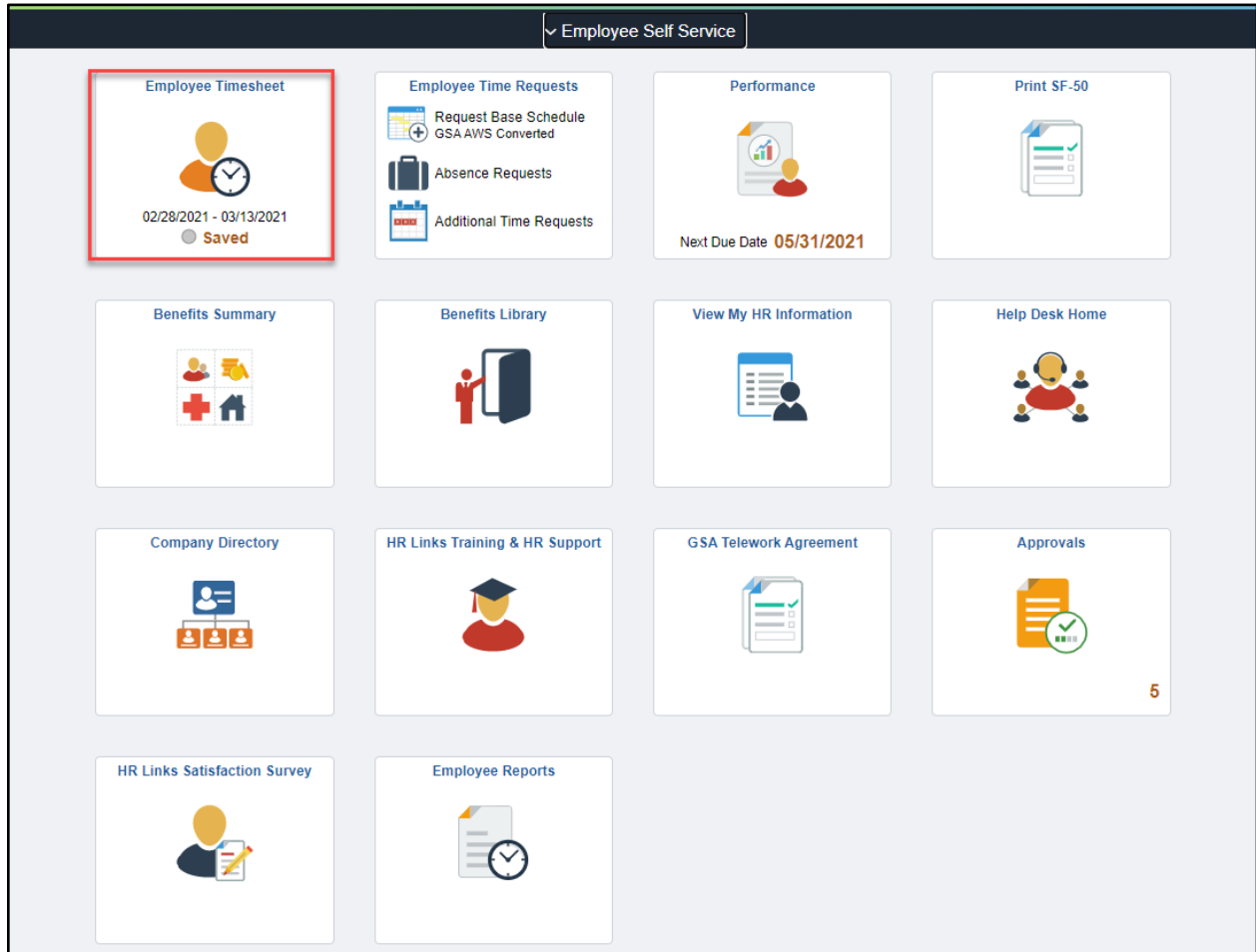
The screenshot shows a modal window titled 'Absence Balances'. At the top, there are fields for 'START DATE' (11/21/2020) and 'END DATE' (03/16/2021), both with calendar icons. Below this is a table with columns for 'AS OF PAY PERIOD ENDING DATE' and rows for 'Annual Leave Balance', 'Annual Leave Balance - Use or Lose', and 'Sick Leave Balance'. The table shows the balance for each date from 11/21/2020 to 02/13/2021. A note at the bottom of the modal says: 'The current balance does not reflect requests that have been processed after 02/13/2021.' There is a 'CLOSE' button at the bottom left of the modal.

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

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

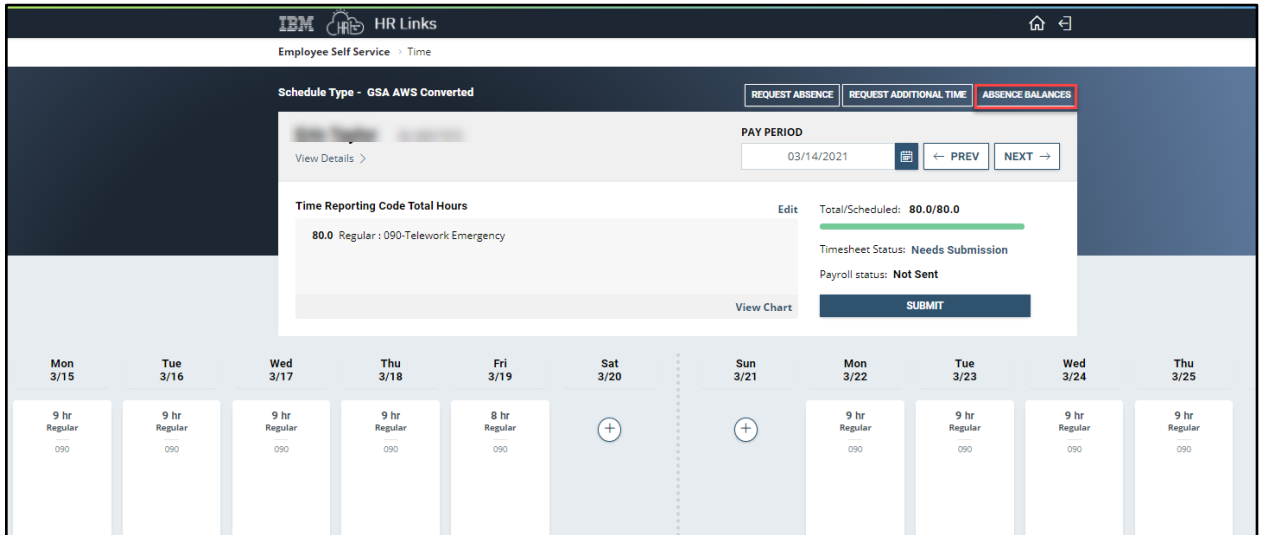
## View Absence Balances From Employee Timesheet


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

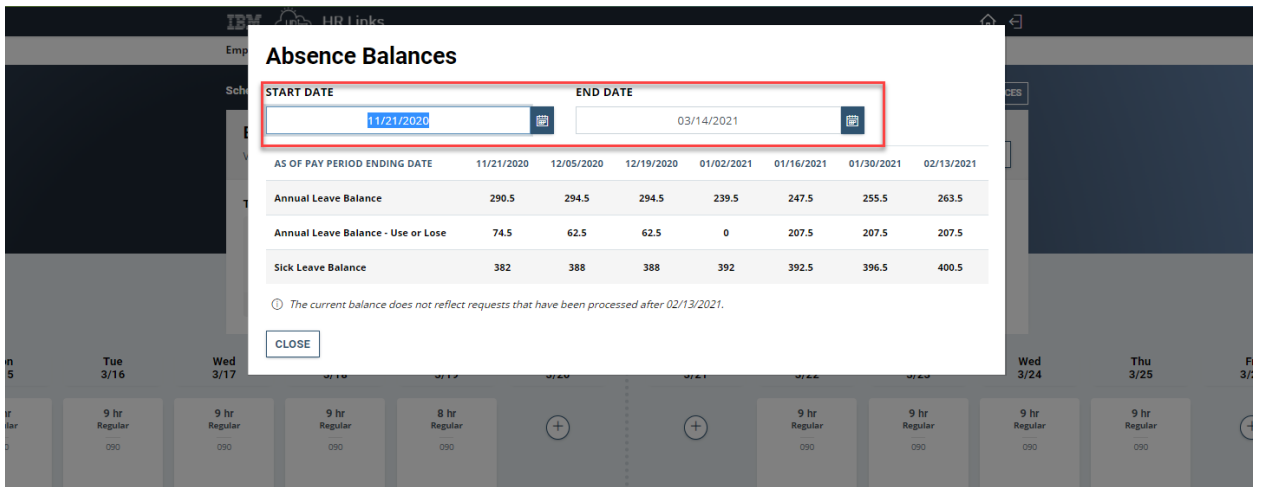




6. Select **Absence Balances** from the Timesheet.



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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- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
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