



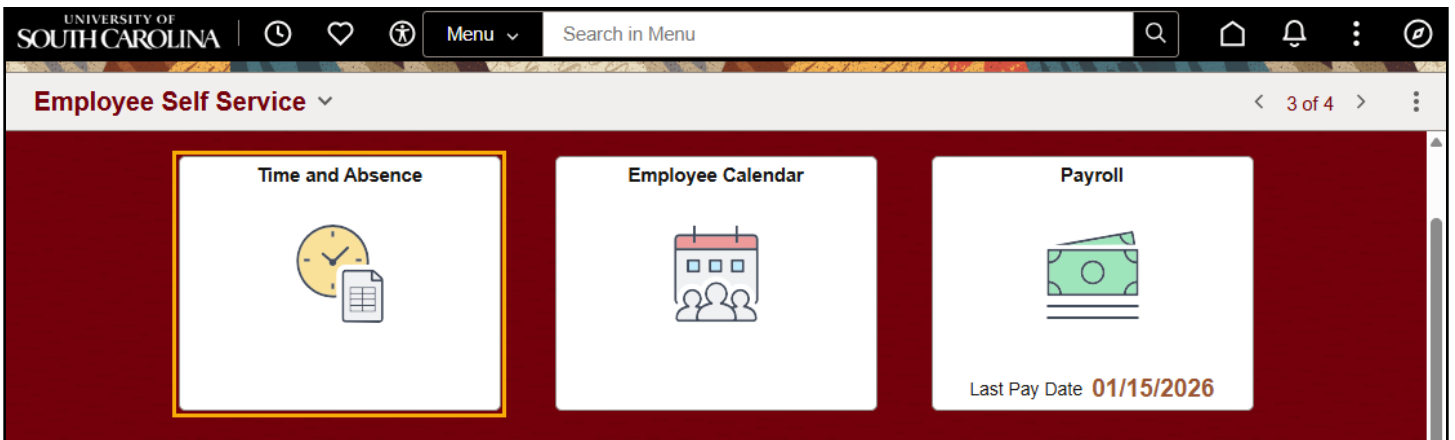
Absence Management Job Aids

Employee Self Service: View Absence Balances

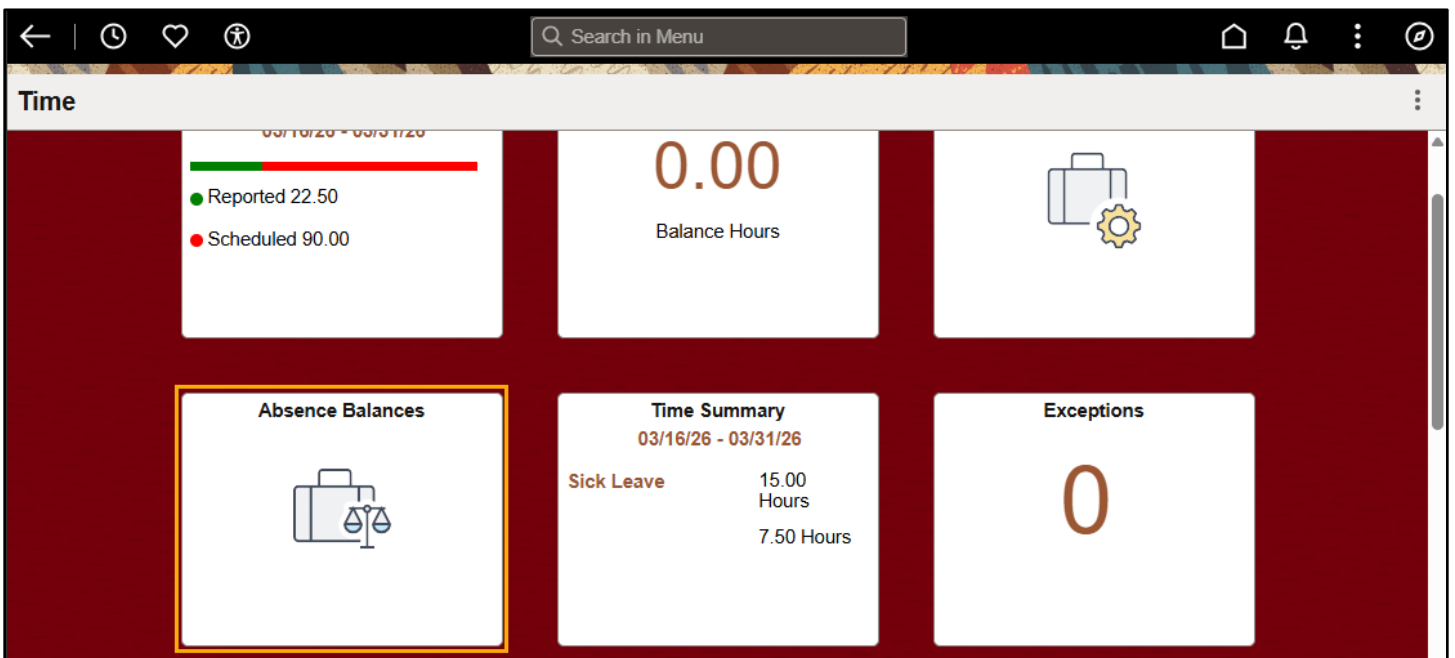
How to view absence balances: This job aid outlines how an employee can view absence balances.

Navigation: Employee Self Service > Time and Absence > View Balances

1) On the Employee Self Service landing page, click the **Time and Absence** tile.



2) Click the **Absence Balances** tile, to view your absence balance details.



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3) Use the **Absence Balances** page to view your current absence balances and forecast balance for future dated absence requests. You can view:

- Average work hours per week and day
- Current annual and sick leave balances
- Monthly accrual detail for the current month..

Balances

[Redacted] | Active

FTE | **[Redacted]** | 620130-HR OPERATIONS AND SERVICES ADM

Calendar Year

Leave Data

Empl ID ↑↓	Name ↑↓	Leave Accrual Date ↑↓	Avg. Work Hours per Week ↑↓	Avg. Work Hours per Day ↑↓
[Redacted]	[Redacted]	09/03/2024	37.50	7.50

Absence Balances

Absence Type ↑↓	Carried Forward Hours ↑↓	YTD Accrued Hours ↑↓	YTD Taken Hours ↑↓	Balances as of 01/31/2026 ↑↓
Annual Leave	63.080	9.380	0.000	72.460
Sick Leave	67.580	9.380	18.000	58.960

Monthly Accrual Detail

Month of Accrual ↑↓	Annual Leave Hours ↑↓	Sick Leave Hours ↑↓
January	9.380	9.380

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- 4) Scroll down the Absence Balances page to view Other Paid Leave and year to date hours taken for each. Be sure to read the ****Disclaimer**.

Year-to-Date (YTD) Absence Record – Other Paid Leave	
Absence Type ↑↓	YTD Hours Taken ↑↓
Admin Leave	0.00
Red Cross	0.00
Blood Drive & Donation	0.00
Bone Marrow	0.00
Court Leave ENT	0.00
Death Of Imm Family	0.00
Mandatory Furlough	0.00
Mil Leave	0.00
Organ Donor	0.00
Paid Parental Leave	0.00
Sick Leave Family	0.00
Vol Furlough	0.00
Voting Leave	0.00

****Disclaimer:** The "balance as of X date" does not reflect absences that have not been approved, including absence requests and cancel absence requests, nor approved future dated leave requests. Once the date of approved leave has occurred within the pay period, the balance will be adjusted. Additionally, retroactive changes, such as cancel absences, will be processed in the next absence cycle following approval.

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On this page you can forecast balances. This provides you the ability to see if you have a sufficient balance at the time of a future-dated absence request.

- To forecast balances for a specific absence type, begin by entering the date you want to forecast for using the **As of Date**. Click the **Calendar** icon and select a future month, day, and year.

Paid Parental Leave	0.00
Sick Leave Family	0.00
Vol Furlough	0.00
Voting Leave	0.00

Calendar

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

As of Date: 08/31/2026

Filter by Type: All

*Absence Name: Select Absence Name

Forecast Balance

**Disclaimer: The "balance as of X date" does not reflect absences that have not been approved, including absence requests and cancel absence requests. Once the date of approval has occurred within the pay period, the balance will be adjusted. Additionally, retroactive changes, such as cancel absences, will be processed in the next absence cycle following approval.

- Click the **Filter by Type** drop-down arrow and select an absence type.

Organ Donor	0.00
Paid Parental Leave	0.00
Sick Leave Family	0.00
Vol Furlough	0.00
Voting Leave	0.00

Admin Leave

All

American Red Cross

Annual Leave

Blood Drive and Donation

Bone Marrow

Court Leave

Death in Immediate Family

Military Leave

Organ Donor Leave

Paid Parental Leave

Sick Leave

Sick Leave Advance

Sick Leave Family

Unpaid Reasons

Voting Leave

As of Date

Filter by Type: All

*Absence Name: Select Absence Name

Forecast Balance

**Disclaimer: The "balance as of X date" does not reflect absences that have not been approved, including absence requests and cancel absence requests. Once the date of approval has occurred within the pay period, the balance will be adjusted. Additionally, retroactive changes, such as cancel absences, will be processed in the next absence cycle following approval.

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7) Click the **Absence Name** drop-down arrow and select an absence name.

Forecast Balance

As of Date 08/31/2026

Filter by Type Annual Leave

*Absence Name Select Absence Name

Select Absence Name

Annual Leave

8) The Current Balance will appear for the selected absence. Click the **Forecast Balance** button to prompt the system to provide a forecasted balance for the selected absence type.

Forecast Balance

As of Date 08/31/2026

Filter by Type Annual Leave

*Absence Name Annual Leave

Current Balance 72.46 Hours**

Forecast Balance

9) **Forecast details** are provided to include balances that could be available for future dated absence requests.

10) Click the **X** to close the Forecast Details page and return to the Balances page.

Forecast Details	
Annual Leave Entitlements	75.04
Annual Leave Takes	0.00
Annual Leave Balance	138.12
Take Limit	0.00

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11) The **View Forecast Details** link appears on the screen only after you run the forecast balance using the Forecast Balance button.

The screenshot shows a section titled "Forecast Balance" with a dropdown arrow. Below the title are several input fields: "As of Date" with the value "08/31/2026" and a calendar icon; "Filter by Type" with a dropdown menu showing "Annual Leave"; and "*Absence Name" with a dropdown menu also showing "Annual Leave". To the right of these fields, it displays "Current Balance 72.46 Hours**". At the bottom of this section are two buttons: "Forecast Balance" and "View Forecast Details", with the latter button highlighted by a red rectangular box.

12) Select another request to forecast or click the back arrow to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

The screenshot shows the mobile application interface. At the top is a navigation bar with a back arrow icon highlighted by a red box, a search bar labeled "Search in Menu", and home and refresh icons. Below the navigation bar is a header section titled "Balances". Underneath, there is a user profile card showing a person icon, a name, "1.0 | Active", and "FTE | 620130-HR OPERATIONS AND SERVICES ADM". At the bottom of the card area, there is a "Calendar Year" field with "2026" and a search icon.

You successfully learned how to view absence balances and forecast balances for future dated absence requests!