



# Page 1 of 3

# **View Absence Balances**

- 1. Click the Others tab
- 2. 'My Dashboard' icon

Good a	fternoon, .	Jubal Harsl	naw!				
About Me	Team Talent	My Workforce	My Enterprise	Tools C	ionfiguration	Others	
APPS							
Time	Personal Information	Directory	Trai	ining	My Team	Roles and Delegations	Worklist
Setup and Maintenance	My Dashboa	rd Applicant Tra System	cking Care Creig	ers @ ghton	+		

3. To see absence balance for all employees, click 'OK' under 'Absence Balance'

Welcome, Jubal Harshaw	
Absence Requests	Absence Balance
* Date Start is equal to / is in  * Absence Status -Select Value-  K Reset	A Employee (All Column Valuer V OK Reset V

4. Employee balances will display for all plans

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come, Jubal Harshaw				
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	Employee Accrual Balances			
Date Start is equal to / is in 🔹 👸 "Absence Status -Select Value- 💌	Employee Absence Plan Balance Balance Type Balance Calculation Date			
OK Deset	Harshaw, Jubal Sick - Exempt Staff 72 Hours 3/31/20			
	Harshaw, Jubal Vacabon - Exempt Staff 120.05 Hours 3/31/20			
	Harshaw, Jubal Volunteer Hours 16 Hours 3/31/20			
	Borman, Jillian Sick - Exempt Staff 64 Hours 3/31/20			
	Borman, Jillian Vacation - Exempt Staff 00 Hours 3/01/20			
	Borman, Jillian Volunteer Hours 16 Hours 3/31/20			
	Smith, Valentine Sick - Exempt Staff 64 Hours 3/31/20			
	Smith, Valentine Vacation - Exempt Staff 80 Hours 3/31/20			
	Smith, Valentine Volunteer Hours 16 Hours 3/31/20			
	Caxton, Benjamin Sick - Bi-Weekty 70.11 Hours 4/10/20			
	Caxton, Benjamin Vacation - Bi-Weekly 58:52 Hours 4/10/20			
	Cavitor Bactamin Visioniaar biours 16 January 4/10/20			





Human Resources

5. To view absence balance for single or multiple employees, use the dropdown box to select individuals

Welcome, Jubal Harshaw	
Absence Requests	Absence Balance
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# 6. Click 'ok'

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Welcome, Jubal Harshaw			
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	Caxton, Benjamin Sick - Bi-Weekly 70.11 Hours 4/10/20		
	Caxton, Benjamin Vacation - Bi-Weekly 59.52 Hours 4/10/20		
	Caxton, Benjamin Volunteer Hours 16 Hours 4/10/20		
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#### **To View Absence Requests**

#### 1. Enter date Criteria

- a. If specific date is not known, then 'is greater than' is recommended
- b. Select a date
- 2. In 'Absence Status' dropdown select the absence request status (note: a short list is provided below.
  - a. Completed absence has been taken by the employee
  - b. Submitted absence pending approval
  - c. In progress employee is currently out of the office
  - d. Saved absence created but not submitted for approval
  - e. Scheduled absence is approved and has not been taken yet.

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Absence Rec	quests				
4					
* Date Start	is greater than 🔹	08/03/2020 12:00:00 A 📸	* Absence Status	Select Value	
					]
				Awaiting approval	
				Withdrawn	
					-
				Search	