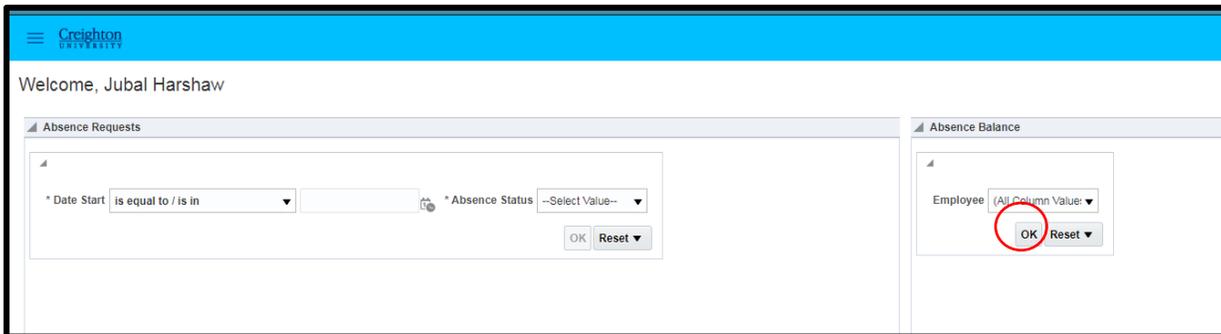


View Absence Balances

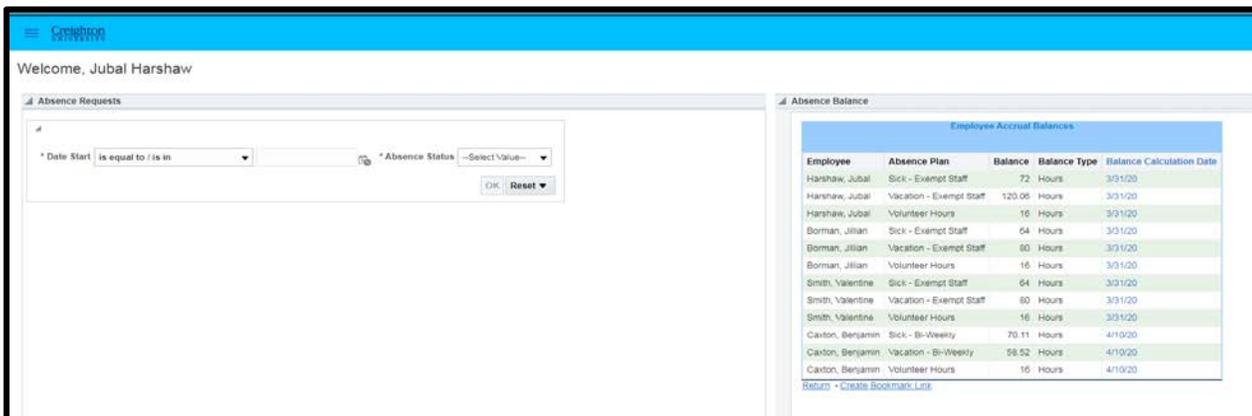
1. Click the Others tab
2. 'My Dashboard' icon



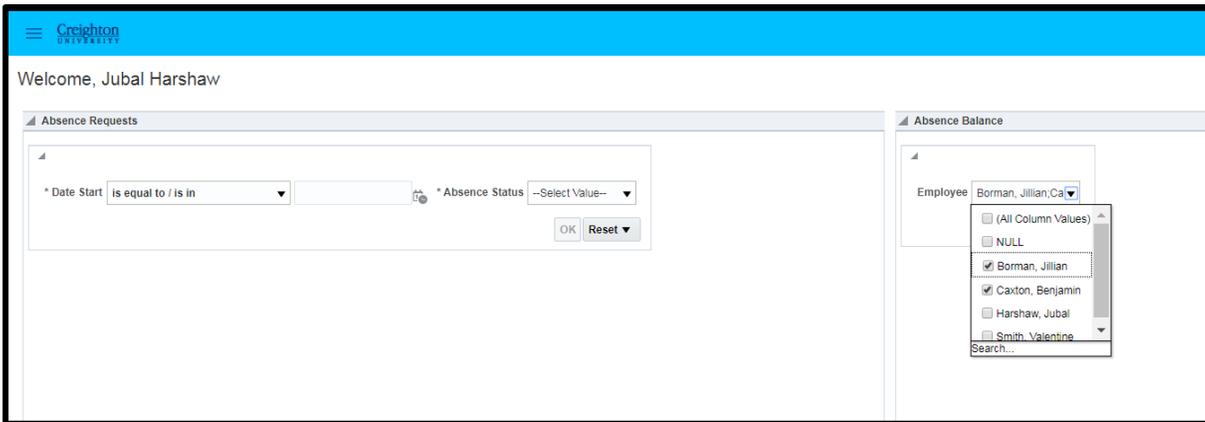
3. To see absence balance for all employees, click 'OK' under 'Absence Balance'



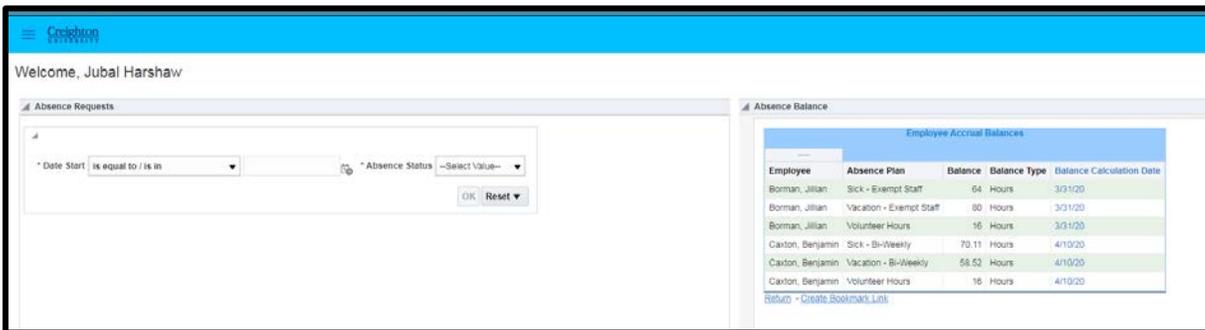
4. Employee balances will display for all plans



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



6. Click 'ok'



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.

The screenshot displays a search interface for 'Absence Requests'. The search criteria are defined as follows:

- * Date Start: is greater than
- 08/03/2020 12:00:00 A
- * Absence Status: --Select Value--

The 'Absence Status' dropdown menu is open, showing the following options:

- NULL
- Awaiting approval
- Withdrawn

A search button labeled 'Search...' is located at the bottom of the dropdown menu.