

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.

	✓ Employe	e Self Service	
Employee Timesheet	Employee Time Requests Request Base Schedule GSA AVVS Converted Absence Requests	HR Links Training & HR Support	Help Desk Home
GSA Telework Agreement	Performance	View My HR Information	Benefits Summary
Print SF-50	View/Update My Personal Info	Benefits Library	



2. Select **Absence Balances** from the Absence page.

R Links			\$ €	
Employee Self Service \Rightarrow Time \Rightarrow Absence				
REQUEST ABSENCE ABSENCE BALANCE	5			
Annual Leave Balance 263.5 Hours (207.5 Hours Use or Lose) REQUEST ANNUAL LEAVE	<i>€</i>	Sick Leave Balance 400.5 Hours REQUEST SICK LEAVE		
① The current balance does not reflect requests the Absence Request History	ABSENCE TYPE STATUS All All Statuse	BEGIN DATE 12/16/2020	END DATE	
Date	Absence Type	Duration Status		
Monday March 29 - Friday April 2	Annual Leave	44 Hours Approved	VIEW/EDIT CANCEL	

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.

	IBM	F And HR Links							ſ.	> <]
	Emp	Absence Balances								
k	RE	START DATE								
		11/21/2020		03/16				Ē		_
	3. 12.	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	
	Ē	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	
	<u>(</u>) Т.	Sick Leave Balance	382	388	388	392	392.5	396.5	400.5	
		① The current balance does not reflect	t requests that l	have been proce	essed after 02/1	3/2021.				
	Ab	CLOSE								#
	Date	e		Absence	Туре	Duration	Status			
	Mon	nday March 29 - Friday April 2		Annual L	eave	44 Hours	Approve	d VIEW/	EDIT	

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.



	✓ Employed	e Self Service	
Employee Timesheet	Employee Time Requests Request Base Schedule GSA AWS Converted Absence Requests	Performance	Print SF-50
Benefits Summary	Benefits Library	View My HR Information	Help Desk Home
Company Directory	HR Links Training & HR Support	GSA Telework Agreement	Approvals
HR Links Satisfaction Survey	Employee Reports		



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

III (而) HR Links								ଜ €			
	Employee Self Service > Time										
Schedule Type - GSA AWS Converted						REQUEST ABSENCE REQUEST ADDITIONAL TIME ABSENCE BALANCES					
	PAY PERIOD	PAY PERIOD 03/14/2021 Image: Constraint of the prevent of the prevento prevent of the prevent of the preventopreventoprevent									
	Time Re	porting Code Total H	ours		Edit	Total/Scheduled:	80.0/80.0				
	80.0	Regular : 090-Telework	k Emergency			Timesheet Status:	Needs Submission	•			
						Payroll status: Not Sent					
					View Chart		SUBMIT				
Mon Tue 3/15 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25		
9 hr 9 hr Regular Regular 090 090	9 hr Regular 090	9 hr Regular 090	8 hr Regular 090	(+)	(+)	9 hr Regular 090	9 hr Regular 090	9 hr Regular 090	9 hr Regular 090		

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.

		IBM	HR Links							ſ.	> <		
		Emp	Absence Balar	nces									
		Scho	START DATE		END DATE						CES		
		E E	11/21/20	20	03/14		03/14/2021		Ē				
		v	AS OF PAY PERIOD ENDING D	ATE 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 o	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			
			① The current balance does	not reflect requests that	have been proc	essed after 02/1	3/2021.						
			CLOSE										
n 5	Tue 3/16	Wed 3/17	5/10	3/17	5/20		1/21	5122		3/23	Wed 3/24	Thu 3/25	F 3/:
l î Ilar D	9 hr Regular	9 hr Regular	9 hr Regular	8 hr Regular	(+)	(+	9 hr Regular	R	9 hr egular	9 hr Regular	9 hr Regular	0

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