View Time Off Balance & Absence Requests

To view balance as of today:

- Click on Absence application

![Absence Icon]

- Your balance as of today should appear at the bottom of the screen following the Request box. It does not consider future absence requests.

![Available Balance as of Today]

Does not include future absence requests

- 56 Hours - Sick
- 135.34 Hours - Vacation

To view your balance as of a certain date:

- Click on Absence Balance. This considers future absence requests.

![View Absence Balance]

- Then update the “As Of” date and click OK.

![Absence Balance]

As Of [07/12/2022]

- A summary should appear with the Absence Plans available for you.

<table>
<thead>
<tr>
<th>Absence Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Absence Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Absence Paid in Period</th>
<th>Carover Exceeded in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
<th>As of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Hours</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>55</td>
<td>55 (Monthly Absence)</td>
<td>07/01/2022 - 07/31/2022</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>125.67</td>
<td>14.67</td>
<td>0</td>
<td>125.67</td>
<td>14.67</td>
<td>0</td>
<td>0</td>
<td>135.34</td>
<td>135.34 (Monthly Absence)</td>
<td>07/01/2022 - 07/31/2022</td>
</tr>
</tbody>
</table>
To view Absence Requests

• Click on **My Absence** from the Absence Application.

• An Absence Request list should appear.

• Notice the Absence Balances as of Current Date tab for the breakout that results in your Available Balance as of Today.