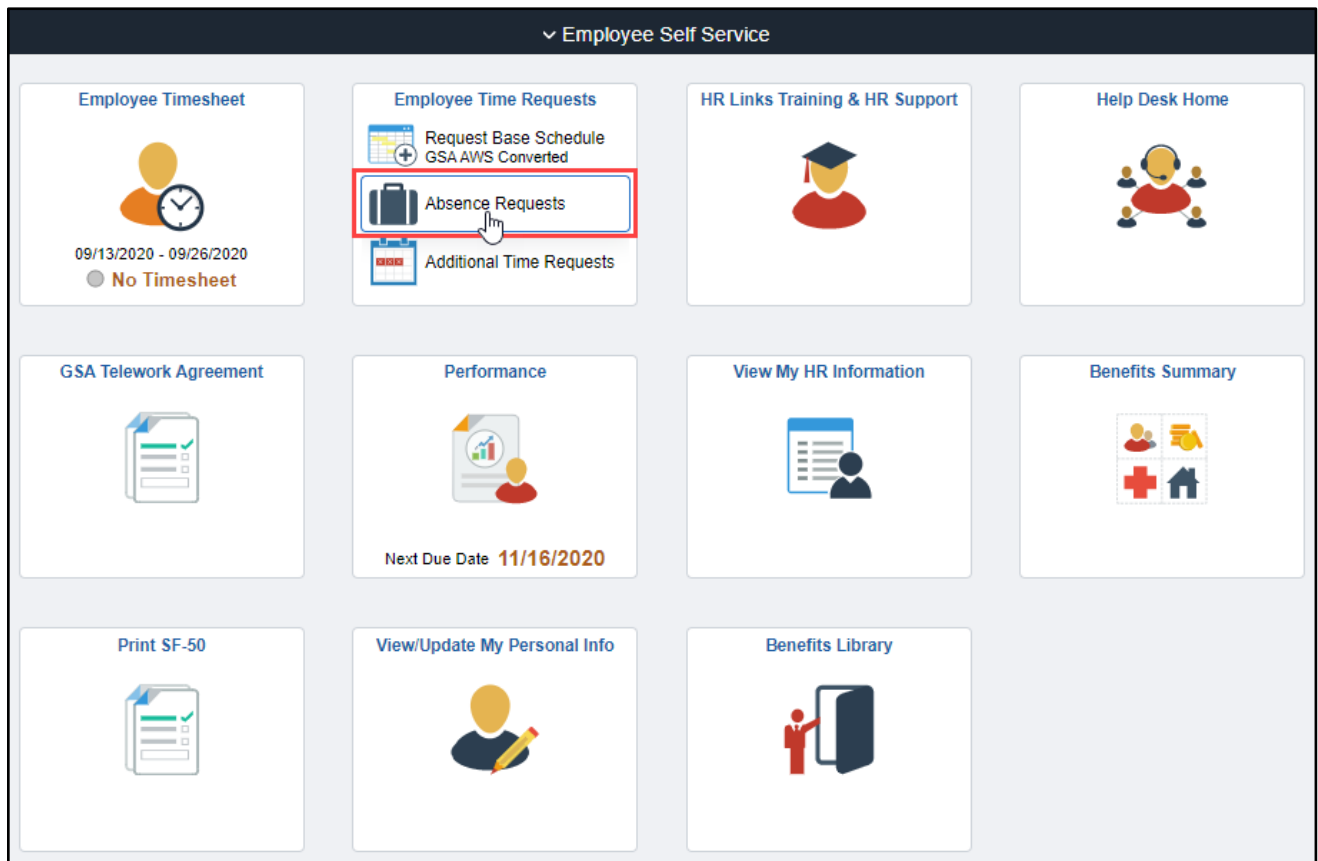# View Absence Balances (Employee)

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.

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

3. 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.

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
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
Sick Leave Balance	382	388	388	392	392.5	396.5	400.5

ⓘ The current balance does not reflect requests that have been processed after 02/13/2021.

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.

Employee Self Service

Employee Timesheet	Employee Time Requests	Performance	Print SF-50
02/28/2021 - 03/13/2021 ⚪ Saved	Request Base Schedule GSA AWS Converted / Absence Requests / Additional Time Requests	Next Due Date 05/31/2021	

Benefits Summary	Benefits Library	View My HR Information	Help Desk Home

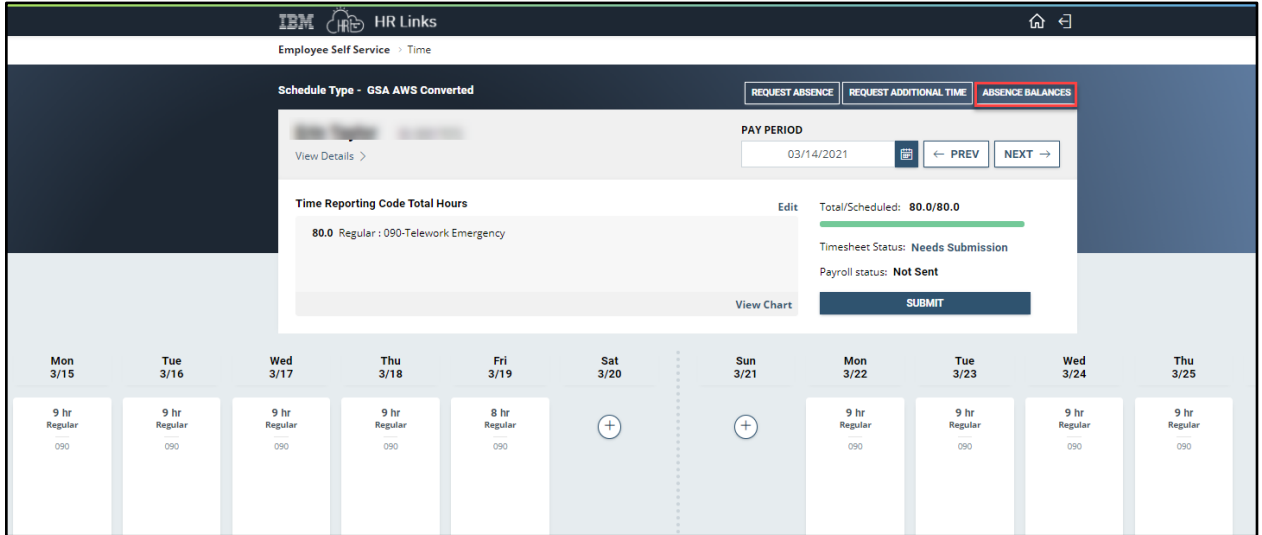| Company Directory	HR Links Training & HR Support	GSA Telework Agreement	Approvals 5

HR Links Satisfaction Survey	Employee Reports

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

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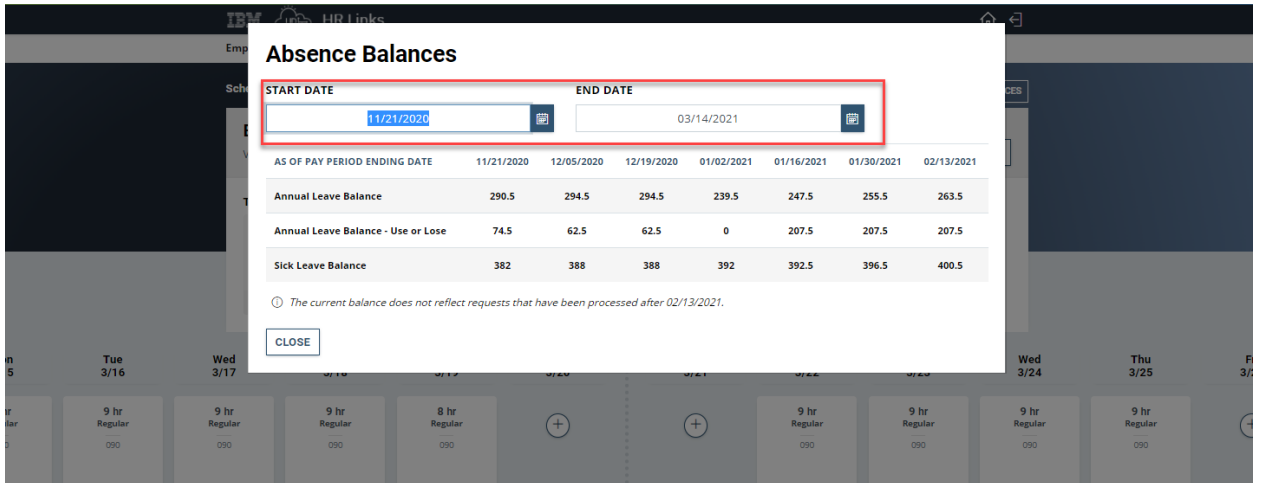
8. Select **Close** to return to the Timesheet.