

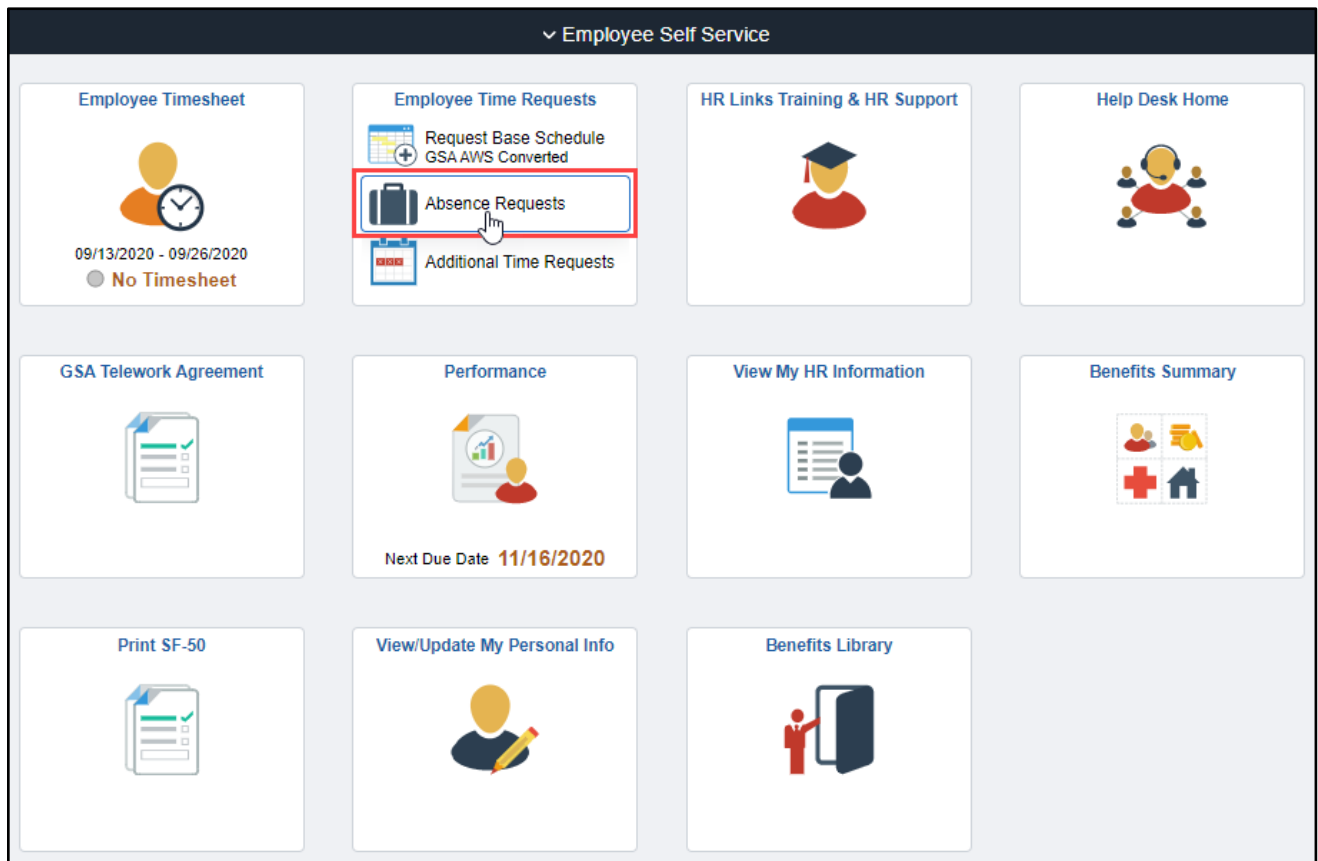


View Absence Balances (Employee)

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.

The screenshot shows the HR Links interface. At the top, there are navigation links for 'Employee Self Service' and 'Time' leading to 'Absence'. Two main cards are visible: 'Annual Leave Balance' showing 263.5 Hours (with a note '(207.5 Hours Use or Lose)') and 'Sick Leave Balance' showing 400.5 Hours. Below these, there is a section for 'Absence Request History' with filters for Absence Type (All), Status (All Statuses), Begin Date (12/16/2020), and End Date (06/14/2021). A table below shows a request for Annual Leave from Monday March 29 to Friday April 2, with a duration of 44 Hours and a status of Approved.

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.

The screenshot shows a modal window titled 'Absence Balances'. It has two input fields for 'START DATE' (11/21/2020) and 'END DATE' (03/16/2021), both with calendar icons. Below is a table with columns for 'AS OF PAY PERIOD ENDING DATE' and rows for 'Annual Leave Balance', 'Annual Leave Balance - Use or Lose', and 'Sick Leave Balance'. A 'CLOSE' button is at the bottom left.

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

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

02/28/2021 - 03/13/2021
● Saved

Employee Time Requests

- Request Base Schedule
GSA AWS Converted
- Absence Requests
- Additional Time Requests

Performance

Next Due Date **05/31/2021**

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

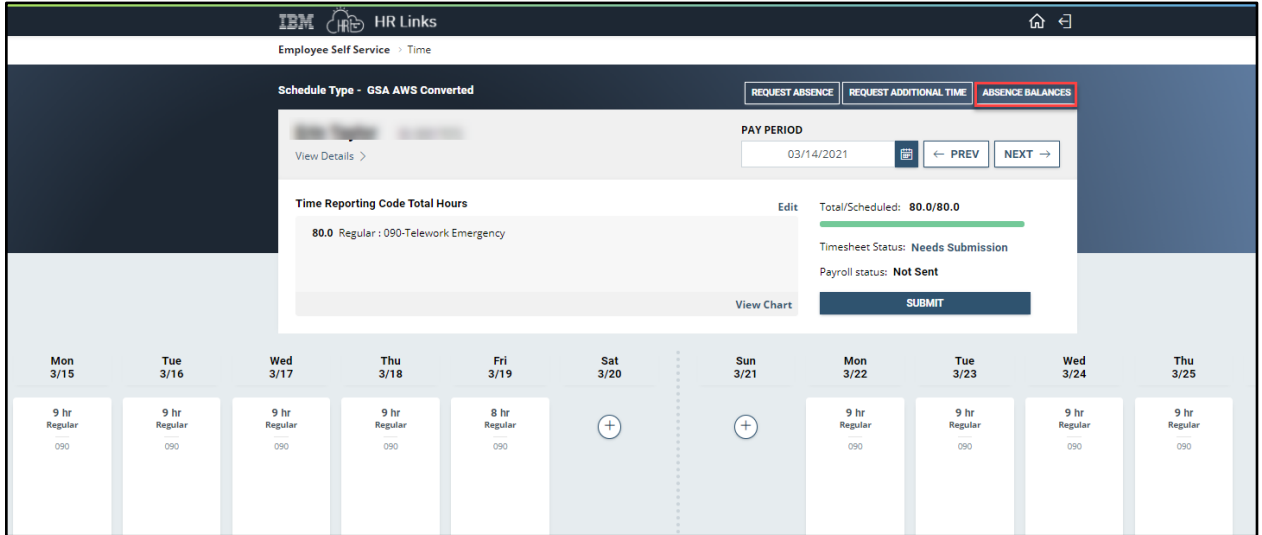
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HR Links Satisfaction Survey

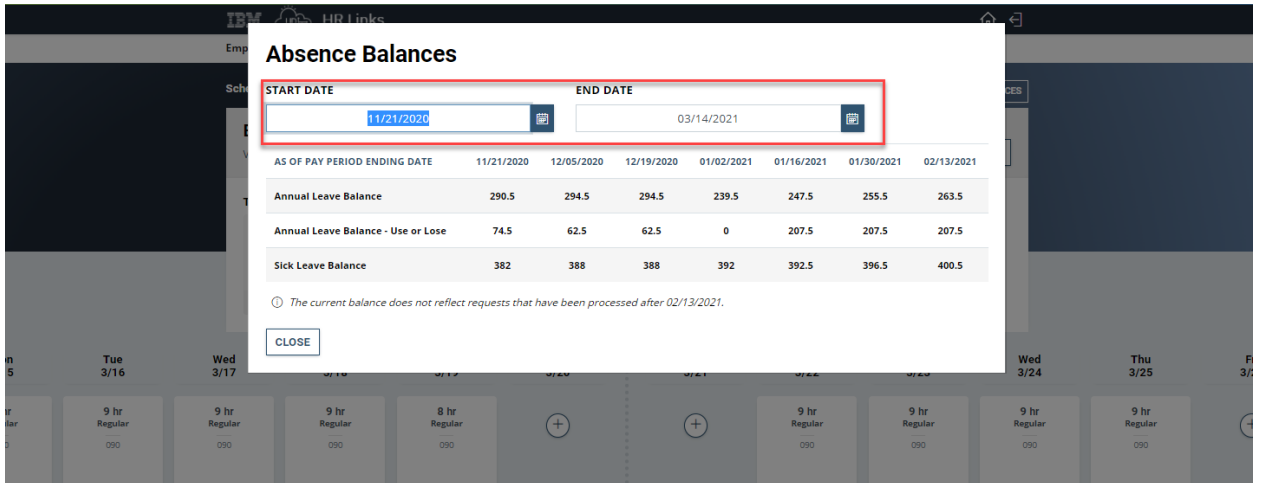
Employee Reports



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.