How to view absence balances and forecast balances for an employee:
This job aid outlines how a manager can view absence balances and forecast balances for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Screen shot of Employee Self Service page" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="Screen shot of Manager Self Service page" /></td>
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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries and reports.

**Step 3:** Click the Manage Time and Absence drop-down arrow.
Step 4: Click the **Absence Balance** tab.

Step 5: To search for an employee, click in the the **EMPL ID** field and enter the employee’s USCID.

Step 6: Click the **Search** button.

Step 7: Click the **Employee line**.
Use the **Absence Balances** page to view the employee’s absence balances and forecast balance for future dated absence requests.

**Step 8:** On the **Absence Balances** page you can view:

- Average work hours per week and day
- Current annual and sick leave balances
- Monthly accrual detail for the current month
Step 9: Scroll down the Absence Balances page to view Other Paid Leave and year to date hours taken for each.

Be sure to read the **Disclaimer**.

Note: Very important to note that monthly accrual detail for 2021 starts with August 1 and forward.
On this page you can forecast balances. This provides you the ability to see if the employee has a sufficient balance at the time of a future-dated absence request.

**Step 10:** To forecast balances for a specific absence type, begin by entering the date you want to forecast for using the **As of Date**. Click the **Calendar** icon and select a future month, day, and year.
Step 11: Click the Filter by Type drop-down arrow and select an absence type.
Step 12: Click the Absence Name drop-down arrow and select an absence name.
The Current Balance will appear for the selected absence.

**Step 13:** Click the Forecast Balance button to prompt the system to provide a forecasted balance for the selected absence type.
**Step 14:** Forecast details are provided to include balances that could be available for future dated absence requests.

**Step 15:** Click the X to close the Forecast Details page and return to the Balances page.
Step 16: The View Forecast Details link appears on the screen only after you run the forecast balance using the Forecast Balance button.

Step 17: Click the Absence Balance tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view absence balances and forecast balances for future dated absence requests for an employee.