# University of South Carolina
## Absence Management - ESS
### View Absence Balances

### How to view absence balances:
This job aid outlines how an employee can view absence balances.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td>![Screenshot of Employee Self Service landing page]</td>
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[View Absence Balances](#)
Step 2: Click the Absence Balances tile, to view your absence balance details.
Use the Absence Balances page to view your current absence balances and forecast balance for future dated absence requests.

**Step 3:** 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 4: 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 and forward.
On this page you can forecast balances. This provides you the ability to see if you have a sufficient balance at the time of a future-dated absence request.

**Step 5:** 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 6: Click the Filter by Type drop-down arrow and select an absence type.
Step 9: Click the Absence Name drop-down arrow and select an absence name.
The Current Balance will appear for the selected absence.

**Step 11:** Click the **Forecast Balance** button to prompt the system to provide a forecasted balance for the selected absence type.
Step 12: Forecast details are provided to include balances that could be available for future dated absence requests.

Step 13: Click the X to close the Forecast Details page and return to the Balances page.
**Step 14:** The View Forecast Details link appears on the screen only after you run the forecast balance using the Forecast Balance button.

**Step 15:** Select another request to forecast or click the Time tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

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