Review Employee's Absence Balances – Manager

Managers can view an employee's absence balances.

Leave Reports

1. Access the Time/Absence Dashboard.

2. Click **Absence Balances** in the left side bar.

3. Click the name of the employee.
   NOTE: To change search results, enter information in the search options fields and click Search.

4. If the employee has multiple jobs, change which job absences are being viewed by clicking the **Display Balances for Job** drop down and changing the job.

5. To view balances for previous pay periods, use the drop down to identify the period to review.
   NOTE: When viewing previous time period, the projected balance amount is no longer shown.