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.