Review Employee’s Absence Balances – Manager

Managers can view an employee’s absence balances.

**Leave Reports**

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click the dropdown list in the upper left corner and select **Manager Self Service**.
3. Click the **Manager Time and Absence** Tile.
4. Click **Absence Balances** in the left side bar.
5. Click the name of the employee.  
   **NOTE**: To change search results, enter information in the search options fields and click Search.
6. 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.
7. 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.