View Absence Balances (bi-weekly)

Previous, current and projected balances can be viewed with Absence Balances.

Absence Balances

1. Click the Time and Absence tile from the MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)

2. Click the **Timesheet** button.

3. Click the **Absence Balances** tab in the left side bar.

4. If you have multiple jobs, you can change which job absences are being viewed for 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.

6. **Posted Leave Balances** show balance totals as of the last completed payroll (Available Balance).

7. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.
   - **Prior Usage/Adj** – Leave that was processed for a prior pay period after the available balance was processed.
   - **Beginning Balance** – balance as of the end of the last pay period processed.
   - **Current Usage** – any requests entered for current pay period that have been approved and overnight processing has run.
   - **Current Balance** – beginning balance minus current usage.
   - **Future Usage** - any requests entered for future pay period(s) that have been approved and overnight processing has run.
   - **Future Balance** - beginning balance minus current usage and future usage.