**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 **Timesheet** button.

3. Click the **Absence Balances** tab at the bottom of the timesheet.

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.

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**Posted Leave Balances as of 06/13/2019 for Period Ending 06/08/2019 - 06A**

- Vacation: Beg Earn Balance = 75.69, Earned = 7.66, Used/Adj = 0.00, Ending Earned Balance = 83.36, Available Balance = 196.00
- Vacation Carryover: Beg Earn Balance = 0.00, Earned = 5.00, Used/Adj = 0.00, Ending Earned Balance = 955.59, Available Balance = 955.59

**Projected Balances for Jun 9 to Jun 22 - 06B as of 06/25/2019**

- Vacation: Prior Usage/Adj = 0.00, Beginning Balance = 196.00, Current Usage = 0.00, Current Balance = 196.00, Future Usage = 0.00, Future Balance = 196.00
- Vacation Carryover: Prior Usage/Adj = 0.00, Beginning Balance = 0.00, Current Usage = 0.00, Current Balance = 0.00, Future Usage = 0.00, Future Balance = 0.00
- Sick: Prior Usage/Adj = 0.00, Beginning Balance = 955.59, Current Usage = 0.00, Current Balance = 955.59, Future Usage = 0.00, Future Balance = 956.59