View Absence Balances

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 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.