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/
   b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Click **Absence Balances.**

3. To change the job for which absences are being viewed, click the **Balances for Job** drop down and select the job. If only one job, the field will be greyed out.

4. To view balances for previous pay periods, use the drop down to identify the period to review.
   NOTE: When viewing previous time periods, the projected balance is no longer shown.

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

6. **Projected Balances** shows all absences that have been entered, approved and run through overnight processing, for the current and/or future pay periods.
   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 that have been approved and overnight processing has run
   Future Balance - beginning balance minus current usage and future usage.