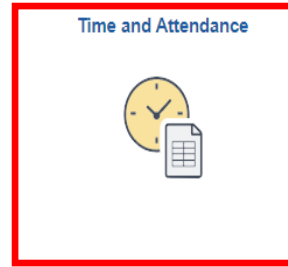


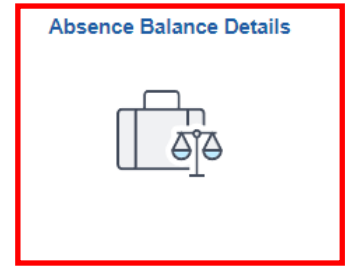
Employee - View Absence Balance Details

Employees can view absence request history and status details via the Time and Attendance tile.

1. Log into PeopleSoft, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. Next, select the **Absence Balance Details** tile.



1



2

3. Under the **Absence Balance Summary** tab you can review your balance details by category.
4. Use the **Sick Leave** tab to review the sick hours accrued and taken.
5. The **Take Hours** shows the hours taken as of the balance date in the first column.
6. Similarly, **Accrued Hours** shows the hours earned during the calendar period.
7. The **Current Balance** column will display total sick hours as of the balance date in the first column.

Absence Balance Details

3

Absence Balance Summary | Absence Balance Details | Allowable Carryover Details | FMLA | Personal Workforce Summary | State Service | Longevity | R

Name	Alejandra Lopez	Employee ID#	6001555555	Employee Record	0
Department ID#	301500	Employee Classification	AP	Payroll Status	Active
State Service Months	2	FLSA Status	Exempt	6-Month Service Eligible	No

Floating Holiday | **Sick Leave** | Vacation Leave

4

Balance Period	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Donated Hours	Current Balance
03/16/2023	16.00	0.00	0.00	0.00	0.00	16.00
03/01/2023	8.00	0.00	8.00	0.00	0.00	16.00
02/16/2023	0.00	0.00	8.00	0.00	0.00	8.00

[Change Job Record](#)

5

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Employee - View Absence Balance Details

Employees can view absence request history and status details via the Time and Attendance tile.

8. Next, use the **Vacation Leave** tab to review the vacation hours accrued and taken.

9. The **Take Hours** shows the hours taken as of the balance date in the first column.

10. Similarly, **Accrued Hours** shows the hours earned during the calendar period.

11. The **Current Balance** column will display total vacation hours as of the balance date in the first column.

Absence Balance Details

Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		FMLA	Personal Workforce Summary		State Service	Longevity	R
Name	Alejandra Lopez	Employee ID#	600155555	Employee Record	0						
Department ID#	301500	Employee Classification	AP	Payroll Status	Active						
State Service Months	2	FLSA Status	Exempt	6-Month Service Eligible	No						

Floating Holiday		Sick Leave	Vacation Leave	Personalize Find View All [Print] [Refresh]		First 1-3 of 3 Last	
Balance Period	Previous Balance	Take Hours	Accrued Hours	Adjusted Hours	Donated Hours	Current Balance	
03/16/2023	16.00	0.00	0.00	0.00	0.00	16.00	
03/01/2023	8.00	0.00	8.00	0.00	0.00	16.00	
02/16/2023	0.00	0.00	8.00	0.00	0.00	8.00	

Change Job Record

9

10

11

Please note: If you have taken Bereavement, Educational Activities, and/or Jury Duty leave you will also see the respective tabs and the information will be displayed in the same format.