Employee - View Absence Balance Details

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

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



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 Bal	ance Details						
Absence Balance S	ummary Absence Ba	lance Details Allowab	le Carryover Details FN	ILA Personal Worl	kforce Summary	State Sen	vice Longevity F
Name	Alejandra Lopez	Employee ID#	600	1555555 Er	nployee Record		0
Department ID#	301500	Employee Classif	ïcation	AP Pa	yroll Status		Active
State Service Mon	oths 2	FLSA Status		Exempt 6-	Month Service Elig	gible	No
Floating Holiday	Sick Leave	on Leave					
				Personalize Find	View All 🔄 📑	First	🕢 1-3 of 3 🕟 Last
Balance Period	Previous Balance	Take Hours	Accrued Hours	Adjusted Ho	urs Donat	ted 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 Rec	ord	5	6				(7)

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

Name	Alejandra Lopez	Employee ID#	6001555	5555 Emplo	yee Record	0
Department ID#	301500	Employee Classification		AP Payrol	I Status	Active
State Service Mo	onths 2	EL SA Status	Ev	empt 6-Mont	th Service Fligible	No
Floating Holiday	Sick Leave Vacation			empt emet		
Floating Holiday	Sick Leave Vacation	Leave 8	Pe	rsonalize Find View	v All [2] 🏬 First	④ 1-3 of 3 ⊛ Las
Floating Holiday Balance Period	Sick Leave Vacation Previous Balance	Leave Take Hours	Per Accrued Hours	rsonalize Find View Adjusted Hours	v All 고 🏬 First Donated Hours	1-3 of 3 (b) Las Current Balance
Floating Holiday Balance Period 03/16/2023	Sick Leave Vacation Previous Balance 16.00	Leave 8 Take Hours 0.00	Accrued Hours 0.00	rsonalize Find View Adjusted Hours 0.00	v All [2] III First Donated Hours 0.00	
Floating Holiday Balance Period 03/16/2023 03/01/2023	Sick Leave Vacation Previous Balance 16.00 8.00	Take Hours 0.00 0.00	Accrued Hours 0.00 8.00	rsonalize Find View Adjusted Hours 0.00 0.00	v All [2] [] First Donated Hours 0.00 0.00	

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.