VIEW ACCRUED TIME OFF

From the Home Page, click the Absence worklet.

1. Under the View column, click on the My Absence button.
2. On the next page, click on the tab: Absence Balances as of Current Date.

3. A report of your current Accrued Time Off displays, and you will see your balances as of today’s date. Balances are tracked in hours.

Note: You may also view your time-off balances in the Time worklet, under the View column, by clicking on the Time-Off Balance button.
TO VIEW ACCRUED TIME-OFF BALANCES AS OF A SPECIFIC FUTURE DATE

In the Absence worklet:

1. Click on the Absence Balance button, under the View column.
2. Enter a specific future date in the As Of field.
4. Click OK. A report of your Balances as of the date entered, displays.