## Viewing Employee Absence Balances or

### **Absence Request History**

Log onto the My UW Portal using your network ID and password

Click on Manager Self Service (MSS) - Time Management

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Held		
		ger Self Service - Time Management
		bsence Time
	Status	Name
	e try again later or get help.	Sorryl MyUW was unable to load your information. Pleas efresh
	e try again later or get help.	Sorryl MyUW was unable to load your information. Pleas efresh IOLL INFORMATION

You will be directed to the Main Menu- Manager Self Service.

#### Select 'View Time'

Menu			
C My Fortester C My Fortester C Infound Phy Upload C Bell Genice Manager start Site Se Manager start Site Se Manager start Site Se C Internet Site Se C Manager start Site Se	Manual Manuari Set Services           Time Management           Manage subsidies, view and approve reported and psysible time, absence and overtime requests,           Manage Schedulies           Manage Schedulies	exceptions, and more. Approve reported or payable time, overfine and absence requests, and manage exceptions. III Resident Time Til Exceptions Til Exceptions Til Exceptions	Report Time Report fine or request absences. IT Joneine Report Control Report
D. Report Time     D. View Time     Manager Search Options     Workforce Administration     Denefiti     Time and Labor     Payroll for North America     Oldbal Payroll & Absence	Ver carbonan, balances, forecasted and payable time, accumulators and more Metathin Tame, Calmonian El Mosthin, Tame, Calmonian El Mosthin, Tame, Calmonian 6 Libora	Access manager search options	

Once in View Time, select Absence Request History or Absence Balances depending on which you would like to see. The process will be the same for each of these views, this document uses the Absences Balance screens throughout as examples.

earch:	Main Meny > Managar Sell Service > Time Management >		
My Favorites     Inbound File Upload     Self Service     Manager Self Service     Clime Manager Self Service	View Time View calendars, bistories, forecasted and payable time, accumulators and more.  MonthPrime Calendar View time reporters' monthly reported, payable, and scheduled time.	Weskly Time Calendar New time reporter? weskly reported, psystele, and scheduled time.	Early Time Calendar Vew time reportery day reported and scheduled time.
Approve Time and	Time and Labor Launch Pad	Pay ble Time Summary	Paryable Time Detail
Exceptions     P Report Time     View Time	View a summary of time management data.	Very Summary of an employee's payable time.	View details of an employee's payable time.
<u>Manager Search Options</u> Workforce Administration Benefits Time and Labor Benefits	Compensatory Time	Absence: Request History	Absence Balances
	View the balance of an employee's accumulated compensatory time.	View an employee's absence request history.	View an employee's absence balances

# Viewing Employee Absence Balances or

### **Absence Request History**

Once in View Absence Balances, you will be asked to enter an effective date you would like to use. This will default to today's date, which is used most of the time. Click Continue.

earch:	View Absence Balances			
Inbound File Upload Set Service Manager Set Service Time Management Manage Schedules () Applore Time and Exception () Report Time	Instructions     Use this translation to view current abdence entitiement balance     translation, some additional information is required. Please pro     then dick the Continue button     Forter the Effective Totale.	es. In order to proc wide the information	ead with this In Inquested be	low,
View Time     Monthly Line Calendar     Monthly Line Calendar     Dails Time Calendar     Dails Time Calendar     Time and Labor Launch     Pad     Panable Time Data     Compensatory Time	Enter the effective date for determining your direct reports. Continue Return to View Time	As Of:	11/02/2015	H

Select which type of group you are wishing to view, most of the time this will be UW\_Supervisor. Note: you may not have all options listed below and the numbers listed next to each group will be different then the list below (they are unique to each supervisor).

Click continue.



You will then be shown a list of all employees in the group you selected. Select the employee for which you would like to review the absence balance. Click continue.



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# **Absence Request History**

Once selected, the 'View Absence Balances' screen will show for the employee. Reminder: these absences are as of the last payroll run and do not include any absence request but not yet paid.

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My Favorites	MARY	DIXON				
Manager Self Service	View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence edministrator. <u>Abscence Entitlement Balances</u>					
D Manage Schedules b Approve Time and						
Exceptions	Cumin	t Balances (1110)	Balance of all and all and	Prese la	-	A second Product
Report Time	Vacatio	n Available	Calence as of 10/17/2015	10/04/2015	10/17/2015	Calendar Period
- Monthly Time Calendar	Legal H	olidax Balance VTD		01/01/2015	12/31/2015	Year to Date
- Weekly Time Calendar	Ranked	Leave		01/01/2015	12/31/2015	Year to Date
Daily Time Calendar     Time and Labor Launch     Pad     Paustie Time Summary     Paustie Time Detail     Compensatory Time     Assence Request     History	Classife	ed Euriouph Allocated		07/01/2015	06/30/2016	Year to Date
	Vacation Carryover Balance			07/01/2015	06/30/2016	Year to Date
	Vacation Carryover Balance			01/01/2015	12/31/2015	Year to Date
	Personal Holiday Balance			01/01/2015	12/31/2015	Year to Date
	Vacatio	n Allocation Balance		01/01/2015	12/31/2015	Year to Date
	Sick Leave Balance (class)			01/01/2015	12/31/2015	Year to Date
Mananer Search Onlines	ALRA B	alance		07/01/2015	06/30/2016	Year to Date
Workforce Administration	Administration Sick Leave Balance (uncls)			07/01/2015	06/30/2016	Year to Date
Time and Labor Payroll for North America Global Payroll A Absence Mgmt Payroll Interface Workforce Development Organizational Development Workforce Monitoring Set Up HRMS UW Absence Management Reports	Go To:	Request Absence View Absence Reque View Monthly Calend Direct Reports	<del>st History</del> Př			

If you have any questions or concerns regarding this information call the HR Main Office at 785-8013 to be directed to Payroll Specialist for assistance.