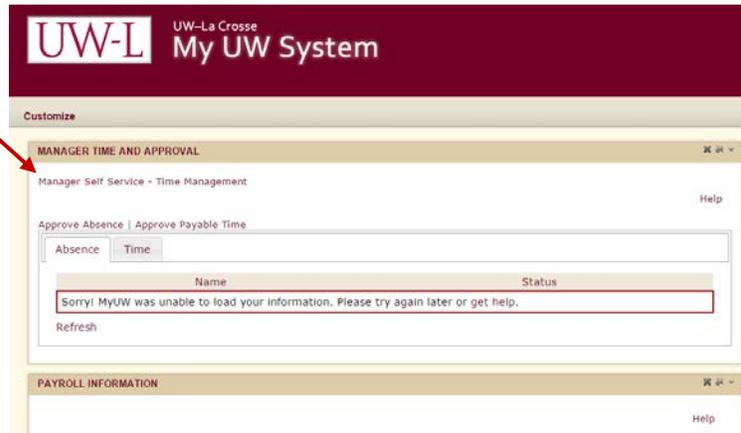


Viewing Employee Absence Balances or Absence Request History

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

Click on Manager Self Service (MSS) - Time Management



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

Select 'View Time'



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.

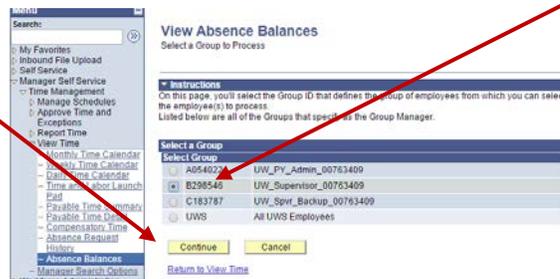


Viewing Employee Absence Balances or Absence Request History

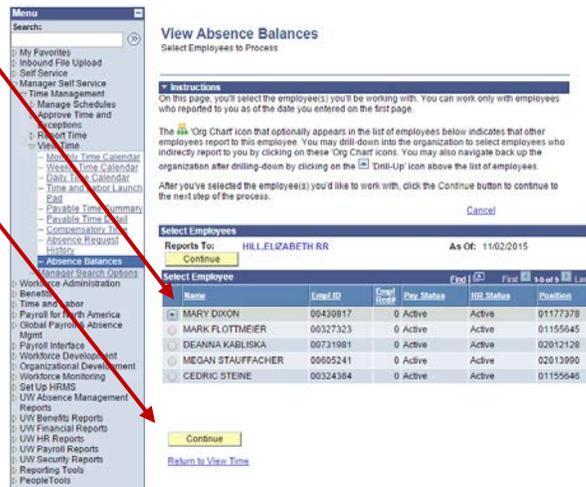
Once in View Absence Balances, you will be asked to enter an effective date you would like to use. This will default to today's date, which is used most of the time. Click Continue.



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.



Viewing Employee Absence Balances or 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.

View Absence Balances
MARY DIXON
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 administrator.

Entitlement Name	Balance as of 10/17/2015	From	To	Accrual Period
Vacation Available	1004/2015	10/17/2015		Calendar Period
Legal Holiday Balance YTD		01/01/2015	12/31/2015	Year to Date
Banked Leave		01/01/2015	12/31/2015	Year to Date
Classified Furlough 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
Vacation Allocation Balance		01/01/2015	12/31/2015	Year to Date
Sick Leave Balance (class)		01/01/2015	12/31/2015	Year to Date
ALRA Balance		07/01/2015	06/30/2016	Year to Date
Sick Leave Balance (unds)		07/01/2015	06/30/2016	Year to Date

Go To: [Request Absence](#)
[View Absence Request History](#)
[View Monthly Calendar](#)
[Direct Reports](#)

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.