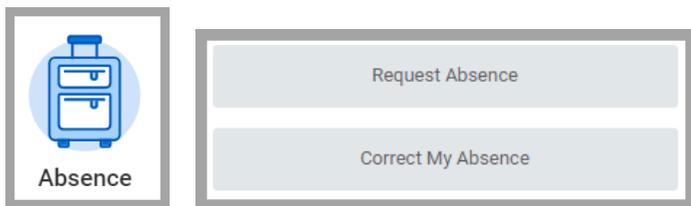


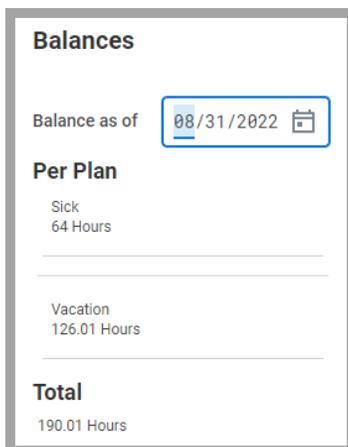
Employee: How to View Time Off Through Absence Calendar

There is more than one way to view your time off. To view your time off via your absences, please see the “How to view your time off balance and Absence Requests” guide.

All time and attendance information are accessed via the Absence Application. Both the Request Absence and the Correct My Absence buttons direct you to the Absence Calendar.



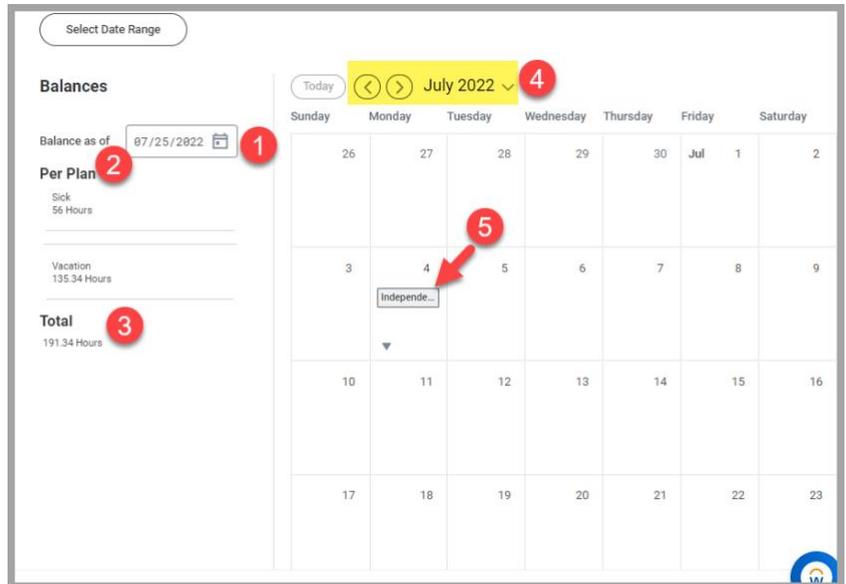
The Balances section of your absence calendar will show your accrued balance, per plan, as of the date entered in the **Balance as of** field.

The image shows a screenshot of the "Balances" section in an absence calendar. It includes a "Balance as of" field with the date "08/31/2022" and a calendar icon. Below this is a "Per Plan" section with "Sick" (64 Hours) and "Vacation" (126.01 Hours). At the bottom is a "Total" section showing "190.01 Hours".

Balances	
Balance as of	08/31/2022
Per Plan	
Sick	64 Hours
Vacation	126.01 Hours
Total	190.01 Hours

To view your time off by month, click on **Request Absence**. The current month should automatically default.

1. Change date to see accrual for the period-end
2. Show accrual breakout per Absence Plan
3. Total time accrued
4. Click to change month/year
5. Scheduled/holiday time off will appear, on any applicable day, like this.



Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356