Employee:
How to View Time Off Balances and Absence Requests

1. To view balance as of today, click on Absence application.

2. Your balance as of today should appear at the bottom of the screen following the Request box. It does not consider future absence requests.

3. To view your balance as of a certain date, click on Absence Balance. This considers future absence requests.
4. Then update the “As Of” date and click OK.

5. A summary should appear with the Absence Plans available for you.

6. To view Absence Requests, click on My Absence from the Absence Application.

7. An Absence Request list should appear.
8. Notice the Absence Balances as of Current Date tab for the breakout that results in your Available Balance as of Today.

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