Employee:
How to View Time Off Balances and Absence Requests

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

Absence

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

Available Balance as of Today

Does not include future absence requests

| 56 Hours - Sick |
| 135.34 Hours - Vacation |

3. To view your balance as of a certain date, click on **Absence Balance**. This considers future absence requests.

View

My Absence
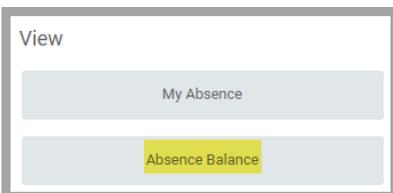
Absence Balance

4. Then update the "As Of" date and click OK.

Absence Balance

As Of * 07/12/2022 📅

OK   Cancel

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

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Sick	Hours	48	8	0	48	8	0	0	56	56	07/01/2022 - 07/31/2022 (Monthly (Absence))
Vacation	Hours	120.67	14.67	0	120.67	14.67	0	0	135.34	135.34	07/01/2022 - 07/31/2022 (Monthly (Absence))

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

View

My Absence

Absence Balance

7. An Absence Request list should appear.

Absence Requests   Absence Balances as of Current Date

Turn off the new tables view

Absence Requests 3 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
04/28/2022	Thursday	Paid Release Time	2	Hours	Canceled	🔍
04/28/2022	Thursday	Paid Release Time	2	Hours	Canceled	🔍
04/28/2022	Thursday	Paid Release Time	1	Hours	Submitted	🔍

8. Notice the Absence Balances as of Current Date tab for the breakout that results in your Available Balance as of Today.

| | Absence Requests | Absence Balances as of Current Date | | | | | | | | | |

Turn off the

Balances Tracked in Hours 2 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	
Sick	Hours	48	8	0	48	8	0	0	56	56	
Vacation	Hours	120.67	14.67	0	120.67	14.67	0	0	135.34	135.34	
									Total: 191.34	191.34	

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