

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Employee- View Absence Balance

BlueSky Help

Show More

1/3 Click 'Me'

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2/3 Click 'Time and Absences'

BlueSky Help

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# Time and Absences



Nonexempt Staff

3/3  
Click 'Absence Balance'

**Current Time Card**  
Open your current time card.

**Existing Time Cards**  
Access all of your time cards.

**Add Absence**  
Request an absence and submit for approval

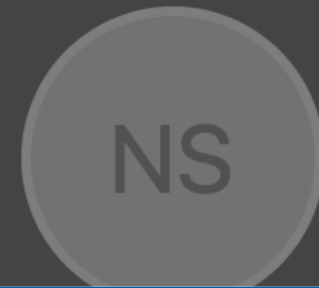
**Absence Balance**  
Review current plan balances and absences taken or requested

**Existing Absences**  
View, change or withdraw existing absence requests

**Calendar**  
View your shifts, absences, and public holidays.

**Team Schedule**  
View your team's shifts and absences.

# Time and Absences



Congratulations, you have successfully viewed your absence balance.

For any inquires contact payroll at [Benefits@depaul.edu](mailto:Benefits@depaul.edu)

To view this walkthrough again, click **'Self Help'** and Search **'View Absence Balance'**

**Current Time Card**  
Open your current time card.

**Time and Absences**  
View your time and absence records.

**Absence Balance**  
Review current plan balances and absences taken or requested

**Existing Absences**  
View, change or withdraw existing absence requests

**Time and Absences**  
View your time and absence records.