

Good morning, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

APPS

Transfer

Employee

Employment

Change A

Document Records

Learning

Workforce Compensation

Termination

Performance

Manager Self Service - View Absence Balance

Show More

Things to Finish

Assigned to Me 17 Created by Me	2 days ago APPROVED A Document Record (Proof of Life Event, Sally Smith) Created for Line Manager	2 days ago APPROVED A Document Record (Dependent Verification, Joe Smith) Created for Line...	1 week ago ACTION REQUIRED Approval of Payroll Time Entries for Nonexempt Staff from 2020-10-05 to 2020-...	2 weeks ago ACTION REQUIRED Task Department Welcome Allocation for Nonexempt 8223480 Was...
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Good morning, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

Things to Finish

Assigned to Me

17

Created by Me

2 days ago

APPROVED

A Document Record (Proof of Life Event, Sally Smith) Created for Line Manager

2 days ago

APPROVED

A Document Record (Dependent Verification, Joe Smith) Created for Line...

1 week ago

ACTION REQUIRED

Approval of Payroll Time Entries for Nonexempt Staff from 2020-10-05 to 2020-...

2 weeks ago

ACTION REQUIRED

Task Department Welcome Allocation for Nonexempt 8223480 Was...

177

This walkthrough will show you how to view an Absence Balance for your employee. Absence Balance is how many useable vacation/sick/etc. hours an employee has.

If you wanted to view how many times recently an employee has been absent, close this walkthrough and search 'Existing Absences' in BlueSky Help.

To view Absence Balance, click 'Next'.

Performance Overview

Performance



217
Click 'My Team'

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

APPS

My Team Onboarding Hiring Performance Overview Performance

Learning Workforce Compensation Termination

Things to Finish

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17
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Good afternoon, Line Manager!

Me My Team Procurement

317

Click 'My Team'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

My Team

Onboarding

Hiring

Performance Overview

Performance

Learning

Workforce Compensation

Termination

+

Show More

Things to Finish

Assigned to Me

7

Yesterday

FYI

Complete the interview questionnaire Interview Feedback...

4 days ago

REJECTED

Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

417
Click '...' for the employee you'd like to manage.

Overview

Search Person Show Filters

Actions

view by Assignment Sort by Name ascending

Workers

ES

Exempt Staff
Senior Research Associate

...

Department Name
Human Resources - Operating

NS

Nonexempt Staff
Benefits Coordinator

...

Department Name
Human Resources - Operating

With Offer

^



Requisitions

...

Vacancies

...

5/7
Select an employee for whom you'd like to view an absence balance by clicking their name in Blue Text.

Direct Reports	
	Exempt Staff Senior Research Associate
	Nonexempt Staff Benefits Coordinator

My Team

- Overview
- Compensation

Overview

Show Filters

Actions View

Workers

ES Exempt Staff Senior Research Associate	Department Name Human Resources - Operating
NS Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating

With Offer

Requisitions

Vacancies

6/7 ×
In this field, select 'Absence Balance'.

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer

717
Here you can see how many useable hours they have available.
Click 'Next' to conclude.

Plan Balances

Balance As-of Date Current date

Sick	41.69 Hours
Summer Hours	0 Hours
Vacation	22.5 Hours

Plan Balances

Sick

Summer Hours

Vacation

date

41.69 Hours

0 Hours

22.5 Hours

Congratulations! You have viewed Absence Balance.

If you would like to view this walkthrough again, search 'Absence Balance' in BlueSky Help.