

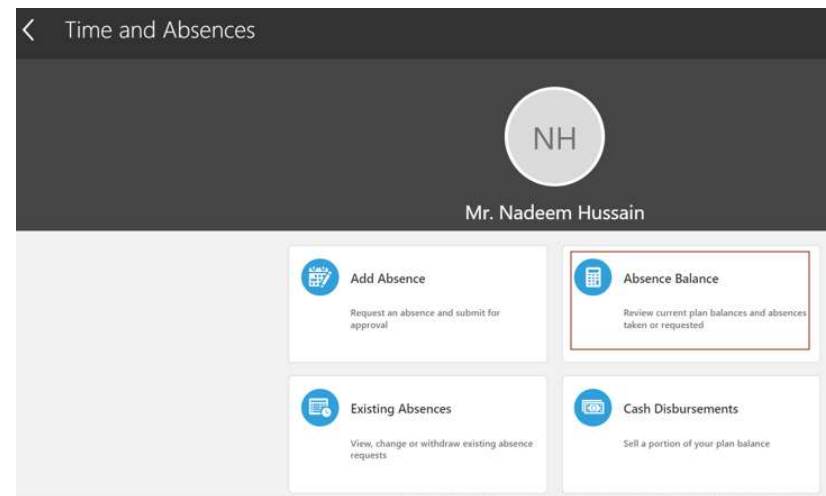
# Absence Balance

# View Absence Balance

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** Tab and then click on **Time and Absences**.



- Click on **Absence Balance** tile.



## View Absence Balance

- To view absence balances as of the **Current date**, select Current date in *Balance As-of Date*.
- To view absence balances as of the last calculated date (which is yearend), select **Last calculation date** in *Balance As-of Date*.

Absence Balance  
Mr. Nadeem Hussain

Plan Balances:

Balance As-of Date	Current date
Annual Leave	47 Days
Residual Leave "Annual Spread"	1 Days

This screenshot shows the 'Absence Balance' for Mr. Nadeem Hussain. The 'Balance As-of Date' dropdown is set to 'Current date'. The table displays two rows: 'Annual Leave' with a balance of 47 Days, and 'Residual Leave "Annual Spread"' with a balance of 1 Days.

Absence Balance  
Mr. Nadeem Hussain

Plan Balances:

Balance As-of Date	Last calculation date
Annual Leave	47 Days Calculated On: 31/12/2022
Residual Leave "Annual Spread"	1 Days Calculated On: 31/12/2022

This screenshot shows the 'Absence Balance' for Mr. Nadeem Hussain. The 'Balance As-of Date' dropdown is set to 'Last calculation date'. The table displays two rows: 'Annual Leave' with a balance of 47 Days, calculated on 31/12/2022, and 'Residual Leave "Annual Spread"' with a balance of 1 Days, also calculated on 31/12/2022.