Absence Management (ESS): View Absence Balances

For All Employees eligible for some form of paid time off

**Intro**

**Purpose:**
To view employee absence balances in Bear Trax.

**How to Access:**
From the Navigator, under “Me” select “Absence”.

Select Absences and then Manage Absence Records.

**Helpful Hints:**
Be sure to keep in mind that…

- You can project your balance calculations into the future.
- You can also submit a request for absence.
- You can view the balances for different types of leave.
- You can view any pending or approved absences.

**Procedure:**
Complete the following steps to view your absence balances:

**View Absence Balances**

Follow these steps to view a record of your absence requests, absence plans and balances:

1. From the Navigator, go to Me > Absence. This will direct you to the Maintain Absence Records page.

### Maintain Absence Records

- **View**
- **Format**
- **Add**
- **Dates**
- Last 6 months
- **Absence Type**
- **Status**
- **Delete**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Absence Type</th>
<th>Duration</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/19/20 - 5/19/20</td>
<td>Shawnee State University LE</td>
<td>Vacation 8 Hours</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/20/20 - 5/24/20</td>
<td>Shawnee State University LE</td>
<td>Vacation 44 Hours</td>
<td>Saved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Plan Balances

<table>
<thead>
<tr>
<th>Plan</th>
<th>Type</th>
<th>Balance Calculation Date</th>
<th>Balance</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time Plan</td>
<td>Accrual</td>
<td>1/3/19</td>
<td>0.63 Hours</td>
<td></td>
</tr>
<tr>
<td>Personal Leave Plan - Support &amp; Admin</td>
<td>Accrual</td>
<td>11/5/19</td>
<td>0 Hours</td>
<td></td>
</tr>
<tr>
<td>Sick Leave Plan</td>
<td>Accrual</td>
<td>1/3/19</td>
<td>94.06 Hours</td>
<td></td>
</tr>
<tr>
<td>Vacation Plan - Support &amp; Admin</td>
<td>Accrual</td>
<td>2/7/20</td>
<td>104.682 Hours</td>
<td></td>
</tr>
</tbody>
</table>
View Balance Details

To view a record of your absence plan balances from the Manage Absence Records page:

1. View the balance under the Balance column.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Absence Type</th>
<th>Duration</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/20 - 5/19/20</td>
<td>Shawnee State University LE</td>
<td>Vacation</td>
<td>8 Hours</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>6/7/20 - 6/14/20</td>
<td>Shawnee State University LE</td>
<td>Vacation</td>
<td>48 Hours</td>
<td>Saved</td>
</tr>
</tbody>
</table>

2. Click on the plan title to view additional plan balance information. Information includes:

a. An accrual summary showing combined accruals to-date and amount of time available for carry over to the next year as well as your absence time you’ve used.

b. Details for Absence Type Balance Changes (e.g. accruals)
c. Amount you are eligible to carry over to the next year

Calculating an Absence Balance for a Future Date

Follow these steps to calculate a projected absence balance at a future date:
1. Navigate to the Manage Absence Records page and click the title of the plan for which you would like to view the future balance.

   Enter the future date in the Balance Calculation Date field.
   a. Click the grey arrow to calculate the projection.

2. Click "OK" to return to the Manage Absence Records main page.

3. Projected balance amounts will appear under the Details tab of your selected plan balance when you change the Balance Calculation Date.
Note that the screen displays projected accruals and any upcoming absences that will affect your future absence plan balance.

**Viewing Past Requests**

Follow these steps to view specific absence requests of different type, age, or status:

1. Click the drop-down menus at the top of the page and select the options that apply.

2. Click the arrow to the right of Status. The screen will display the requests that fit your specifications.
By following these steps, you have successfully viewed your absence balances.