

## Absence Management (ESS): View Absence Balances

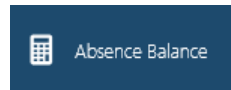
For All Employees eligible for some form of paid time off

### Intro

**Purpose:** To view employee absence balances in Bear Trax.  
**How to Access:** From the Bear Trax landing page, click Me > Show More



### Select Absence Balance



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

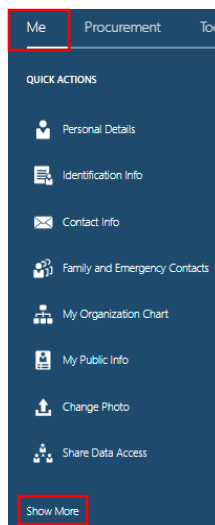
- You can project your balance calculations into the future.
- You can also submit a request for absence.
- You can view the balances for different types of leave.
- You can view any pending or approved absences.

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

### View Absence Balances

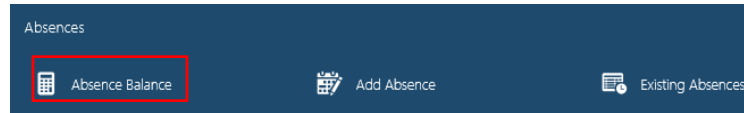
Follow these steps to view a record of your absence requests, absence plans and balances:

1. From the Bear Trax landing page, click on Me > Show More



To view a record of your absence plan balances from the Time and Absences page:

1. Click on Absence Balance



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

**Sick Leave Plan**

Balance as of 7/10/26 Plan Balance 40 Hours

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**Summary**

Adjustment	40
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**Details**

3/1/26 Adjustment <small>Reason: Lumpsum upon New Hire</small>	40
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## Calculating an Absence Balance for a Future Date

Follow these steps to calculate a projected absence balance at a future date:

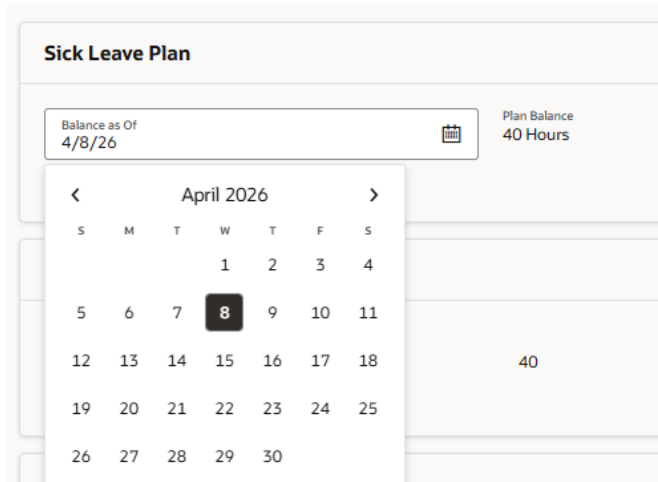
1. Navigate to the Absence Balance page and click the title of the plan for which you would like to view the future balance.

**Balances**

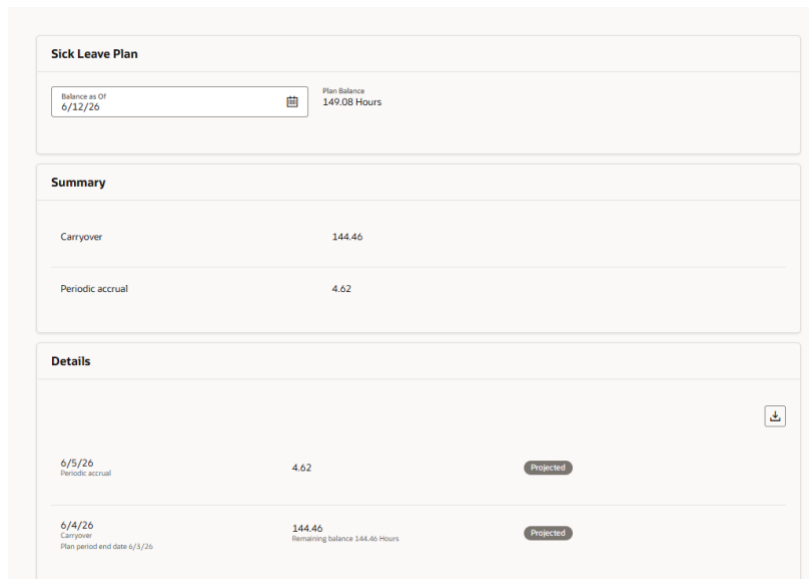
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<a href="#">Sick Leave Plan</a>	40 Hours
<a href="#">Vacation Plan - Support and Admin</a>	40 Hours

2. Enter the future date in the Balance as of field. The future balance should auto generate.



3. Projected balance amounts will appear under the Details tab of your selected plan balance when you change the Balance Calculation Date.

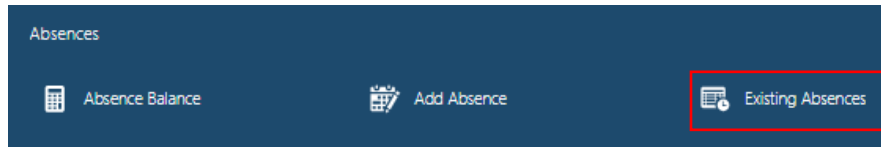


*Note that the screen displays projected accruals and any upcoming absences that will affect your future absence plan balance.*

## Viewing Past Requests

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

1. From the Bear trax landing page, click Me > Show More > Existing Absences



## Final Notes

By following these steps, you have successfully viewed your absence balances.