

1. Select **Me** to display your employee functions
2. Click **Time and Absences**

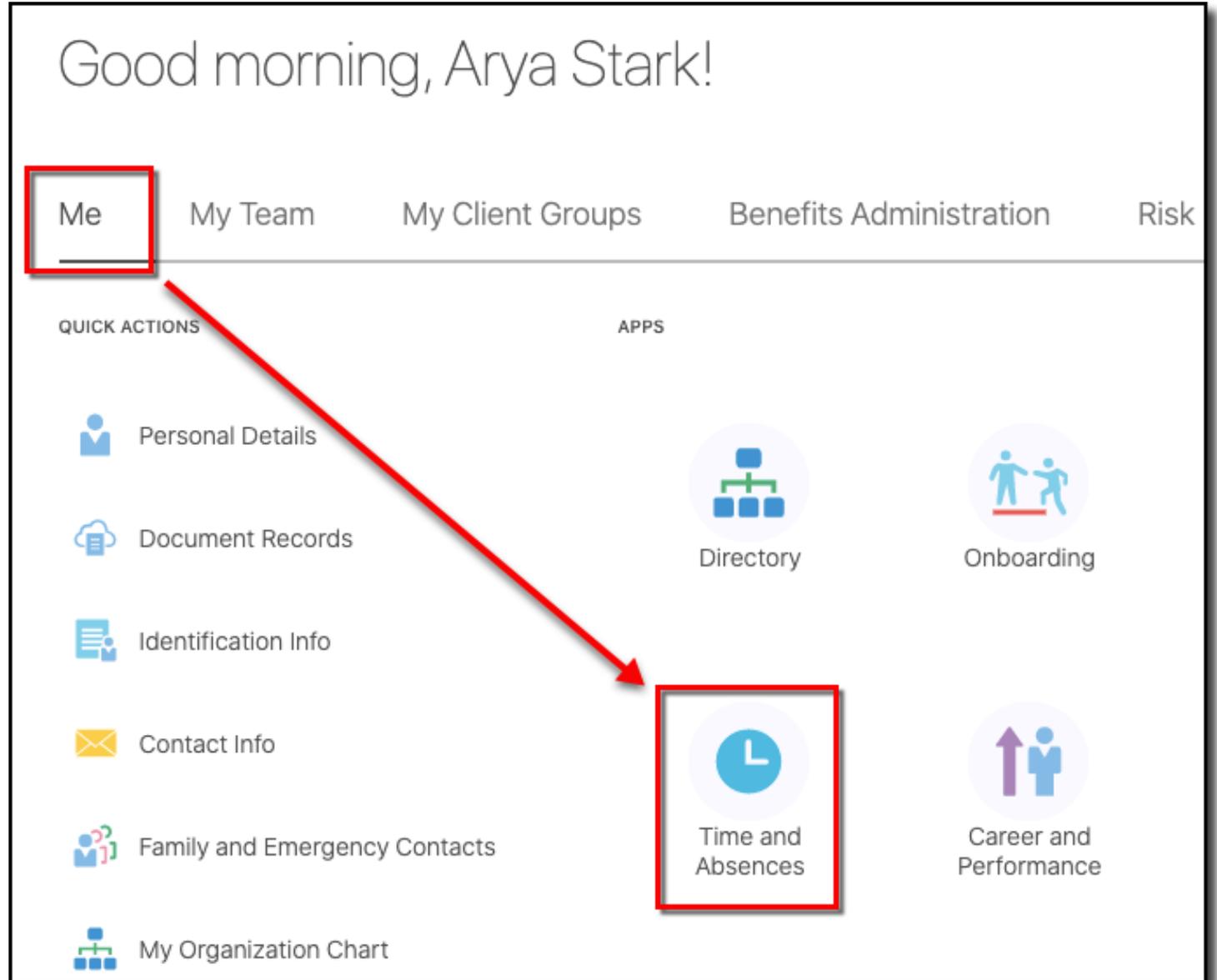
Good morning, Arya Stark!

**Me** My Team My Client Groups Benefits Administration Risk

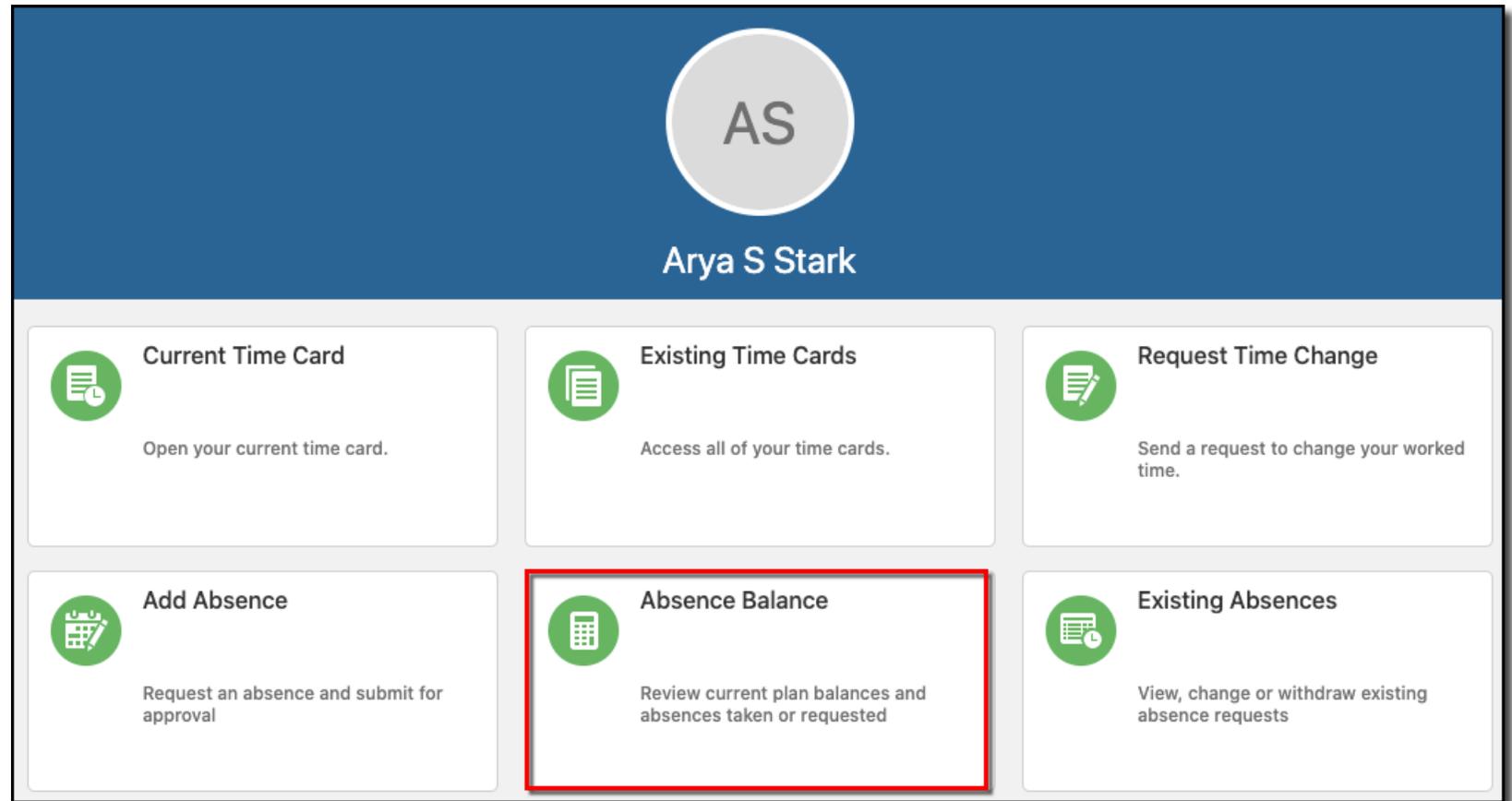
QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart

Directory Onboarding Time and Absences Career and Performance

The screenshot shows the ESS dashboard interface. At the top, it says "Good morning, Arya Stark!". Below this is a navigation bar with "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk". The "Me" option is highlighted with a red box. Below the navigation bar, there are two columns: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, and My Organization Chart. The "APPS" column lists: Directory, Onboarding, Time and Absences, and Career and Performance. The "Time and Absences" app icon, which features a clock face, is highlighted with a red box. A red arrow points from the "Me" menu item to the "Time and Absences" app icon.

3. Click the **Absence Balance** tile



The dashboard features a dark blue header with a circular profile icon containing the initials 'AS' and the name 'Arya S Stark'. Below the header is a grid of six white tiles, each with a green icon and a title. The 'Absence Balance' tile is highlighted with a red border. The tiles are:

- Current Time Card**: Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- 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.

4. Your qualified, accrued absence plan balances will be displayed based on the date the system last calculated the totals

## Absence Balance

Arya S Stark

Actions ▾

### Plan Balances

Balance As-of Date: Last calculation date ▾

Personal Leave - 512 Supervisors	<b>24 Hours</b> Calculated On 10/16/2020
Sick - 512 Supervisors	<b>48 Hours</b> Calculated On 10/16/2020
Vacation - 512 Supervisors	<b>0 Hours</b> Calculated On 10/16/2020

5. **Note:** There might be a minor discrepancy between the **Last Calculation Date** and the **Current Date**.

The **Last Calculation Date** is the date an internal system process was run to generate everyone's balance calculations. Depending on the frequency that process is run, the **Current Date** might provide you with more accurate balance totals.

Actions ▼

## Absence Balance

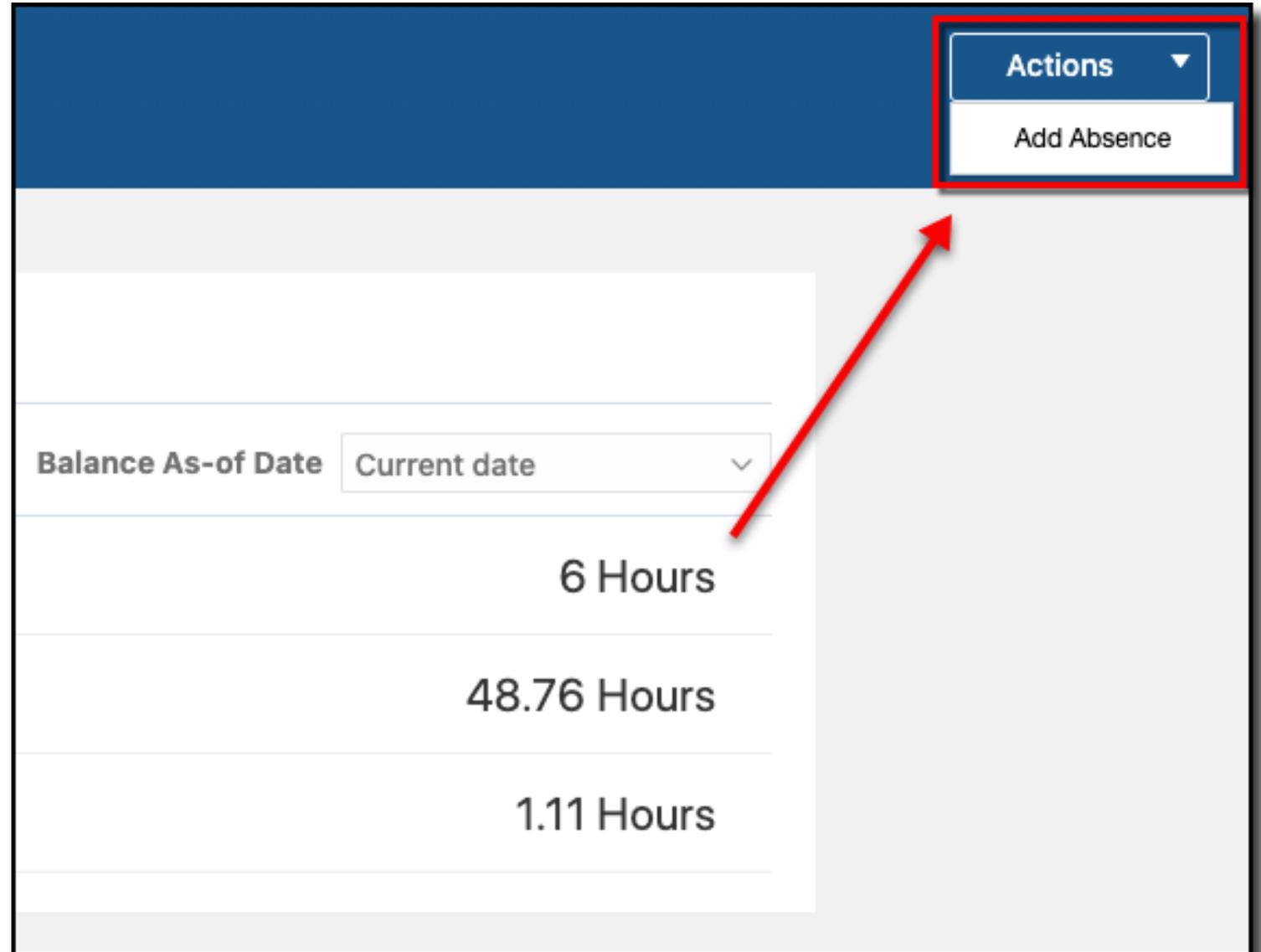
Arya S Stark

### Plan Balances

	Balance As-of Date
Personal Leave - 512 Supervisors	Current date
Sick - 512 Supervisors	48.76 Hours
Vacation - 512 Supervisors	1.11 Hours

6. If desired, you can click the **Actions** button to **Add an Absence** from this page

**End of Procedure**



The screenshot displays the ESS interface for reviewing absence balances. At the top right, there is a blue header bar containing an 'Actions' dropdown menu. The dropdown menu is open, showing an 'Add Absence' option. A red arrow points from the 'Add Absence' option to the 'Balance As-of Date' dropdown menu. Below the header, there is a 'Balance As-of Date' dropdown menu with 'Current date' selected. Below this, there are three rows of absence balances: '6 Hours', '48.76 Hours', and '1.11 Hours'.

Balance As-of Date
Current date
6 Hours
48.76 Hours
1.11 Hours