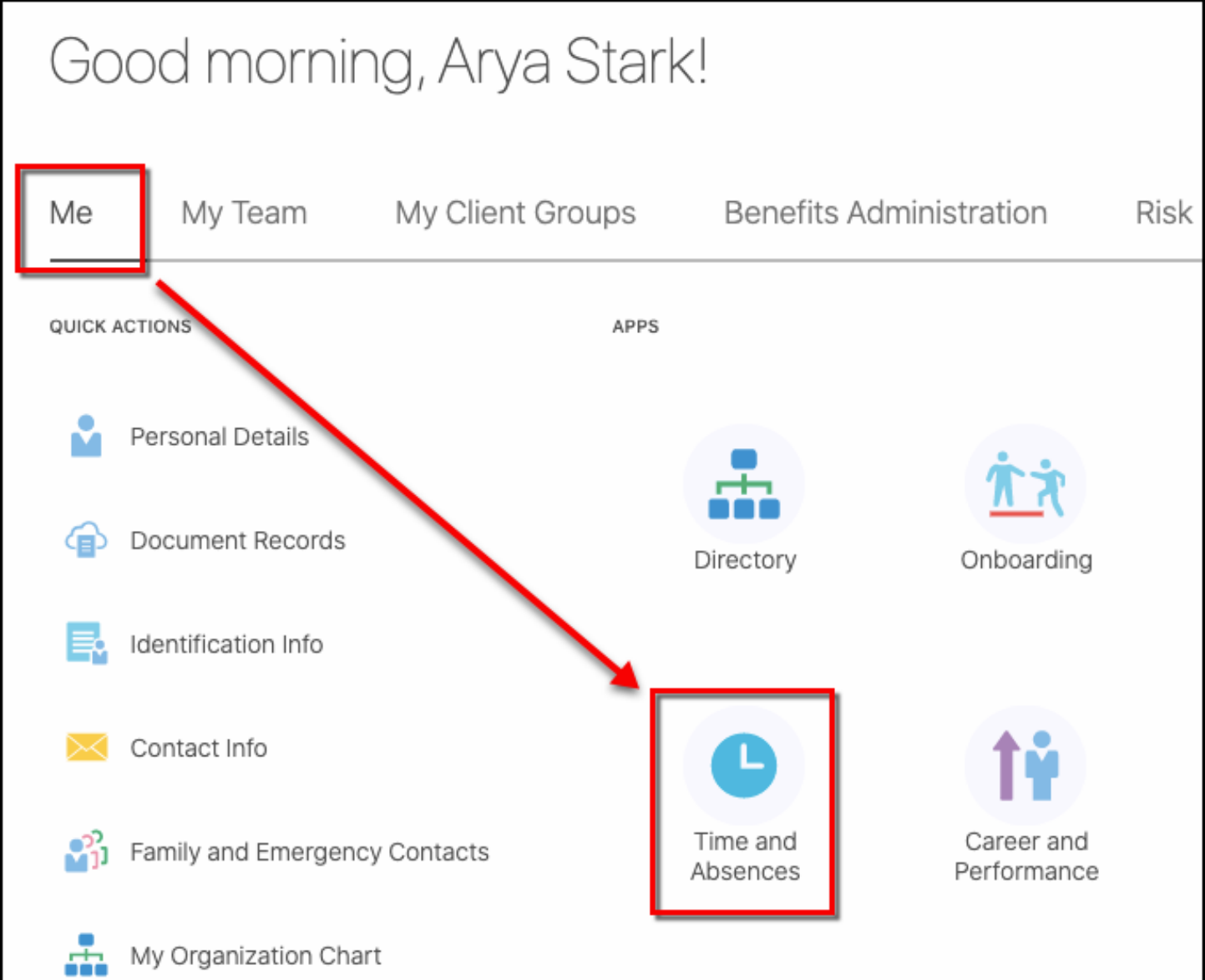
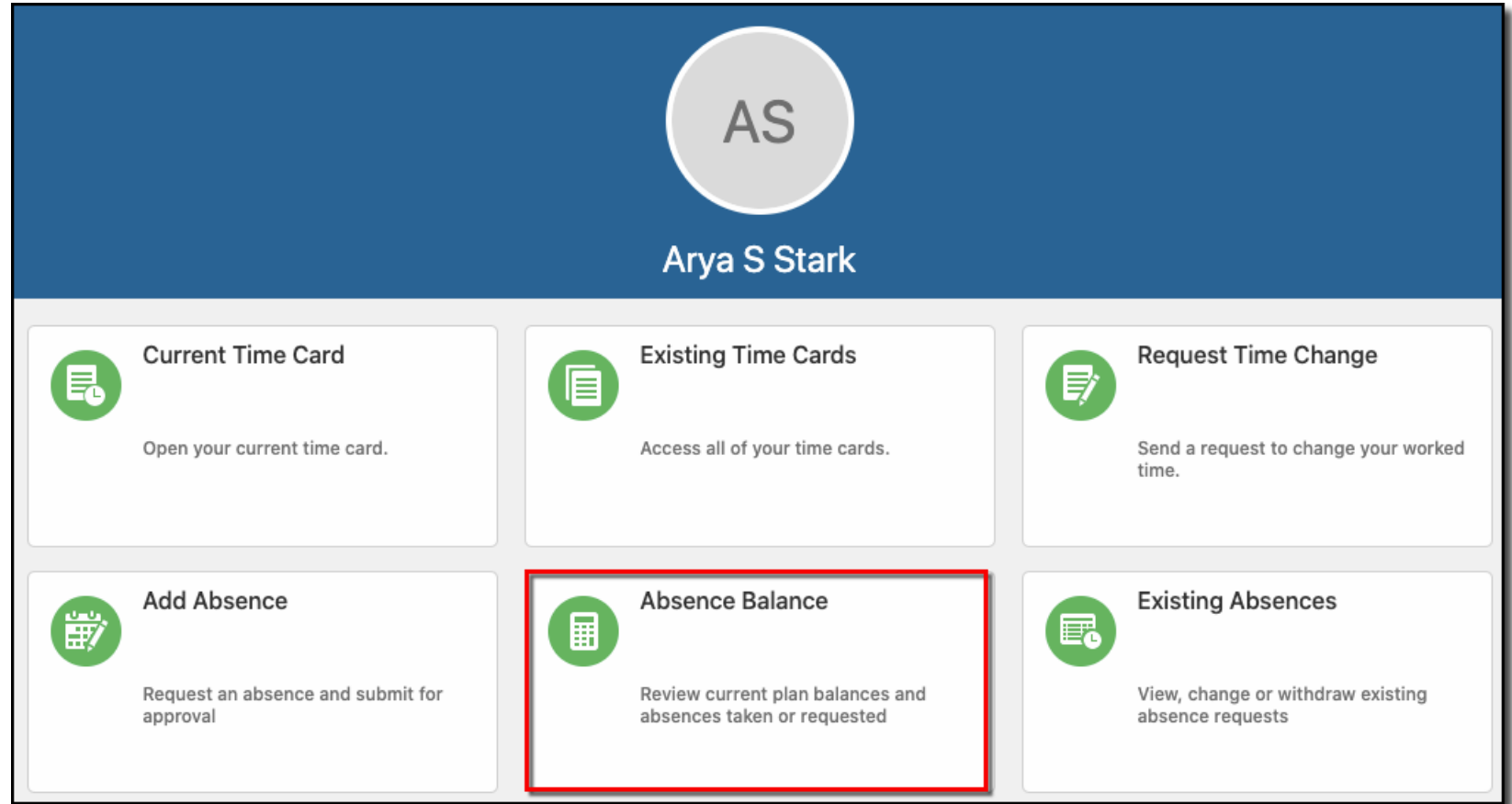


1. Select **Me** to display your employee functions
2. Click **Time and Absences**

A screenshot of an ESS (Employee Self-Service) dashboard. At the top, it says 'Good morning, Arya Stark!'. Below this is a navigation bar with five tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists six items: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', and 'My Organization Chart'. The 'APPS' section contains four icons: 'Directory', 'Onboarding', 'Time and Absences', and 'Career and Performance'. The 'Time and Absences' icon, which shows a clock face, is highlighted with a red box. A red arrow points from the 'Me' tab to the 'Time and Absences' icon.

3. Click the **Absence Balance** tile

The dashboard has a dark blue header bar. In the center of the header is a light gray circle containing the initials 'AS', with the name 'Arya S Stark' written in white text below it. The main content area is a light gray grid of six white tiles. Each tile has a green circular icon on the left, a title in bold, and a description below. The 'Absence Balance' tile, located in the bottom row, second column, is highlighted with a red border. It features a calculator icon, the title 'Absence Balance', and the description 'Review current plan balances and absences taken or requested'.

Arya S Stark		
 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

Plan balances	
As of Today Last Calculation Date	
CompTime Plan - NonRep	0 Hours Calculated on 01-17-2025
Personal Leave - NonRep	3 Hours Calculated on 12-06-2024
Sick - NonRep	92.389 Hours Calculated on 12-06-2024
Vacation - NonRep	249.736 Hours Calculated on 12-06-2024

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.

Plan balances	
	As of Today Last Calculation Date
CompTime Plan - NonRep	0 Hours Calculated on 01-17-2025
Personal Leave - NonRep	3 Hours Calculated on 12-06-2024
Sick - NonRep	92.389 Hours Calculated on 12-06-2024
Vacation - NonRep	249.736 Hours Calculated on 12-06-2024

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

End of Procedure

