

How to view absence balances:

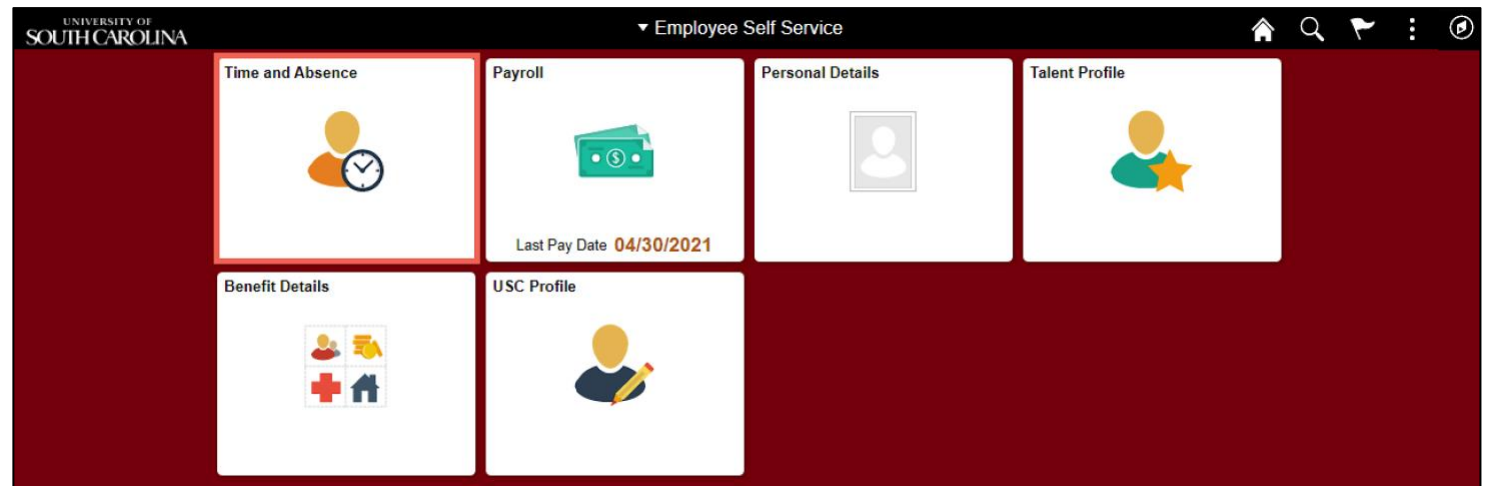
This job aid outlines how an employee can view absence balances.

Navigation: Employee Self Service > Time and Absence > View Balances

Processing Steps

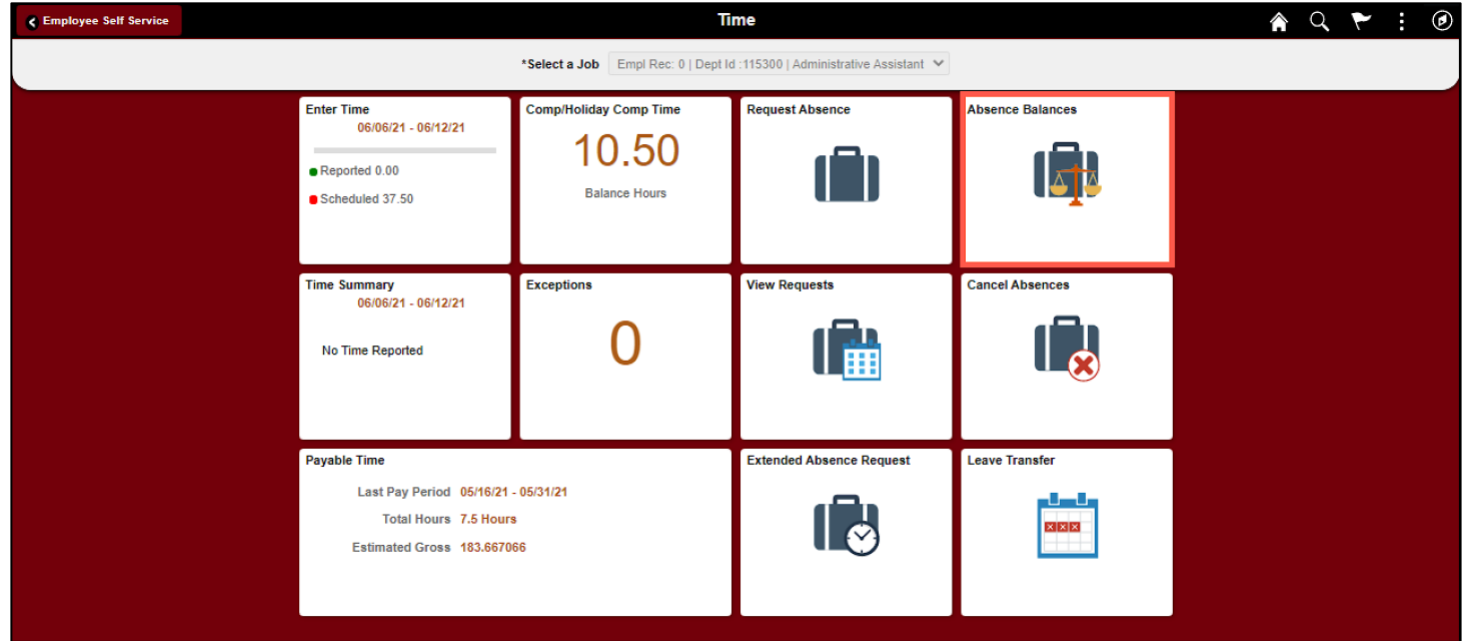
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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View Absence Balances**

Step 2: Click the **Absence Balances** tile, to view your absence balance details.



The screenshot shows the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as an Administrative Assistant. The interface features a grid of tiles for time management:

- Enter Time:** 06/06/21 - 06/12/21. Reported 0.00, Scheduled 37.50.
- Comp/Holiday Comp Time:** 10.50 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with a scale, highlighted with a red border.
- Time Summary:** 06/06/21 - 06/12/21. No Time Reported.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Pay Period 05/16/21 - 05/31/21. Total Hours 7.5 Hours. Estimated Gross 183.667066.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

Use the **Absence Balances** page to view your current absence balances and forecast balance for future dated absence requests.

Step 3: On the **Absence Balances** page you can view:

- Average work hours per week and day
- Current annual and sick leave balances
- Monthly accrual detail for the current month

← Time
Balances

Job Record Administrative Coordinator I

Calendar Year

Leave Data

Empl ID	Name	Leave Accrual Date	Avg.Work Hours per Week	Avg.Work Hours per Day
X72903593		12/01/2010	37.50	7.50

Absence Balances

Absence Type	Carried Forward Hours	YTD Accrued Hours	YTD Taken Hours	Balances as of 05/31/2021
Annual Leave	97.980	50.800	40.750	108.030
Sick Leave	52.980	46.900	63.250	36.630

Monthly Accrual Detail

Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.160	9.380

Step 4: Scroll down the Absence Balances page to view Other Paid Leave and year to date hours taken for each.

Be sure to read the ****Disclaimer.**

Note: Very important to note that monthly accrual detail for 2021 starts with August and forward.

Year-to-Date (YTD) Absence Record – Other Paid Leave	
Absence Type ◊	YTD Hours Taken ◊
Admin Leave	0.00
Red Cross	0.00
Blood Drive & Donation	0.00
Bone Marrow	0.00
Court Leave	0.00
Death Of Imm Family	0.00
Mandatory Endorse	0.00

****Disclaimer:** The current balance does not reflect absences that have not been processed. Also, monthly accruals prior to August 1, 2021 are reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the Monthly Accrual Detail for 2021 will start with August and forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include absences taken before August 1, 2021.

On this page you can forecast balances. This provides you the ability to see if you have a sufficient balance at the time of a future-dated absence request

Step 5: To forecast balances for a specific absence type, begin by entering the date you want to forecast for using the **As of Date**. Click the **Calendar** icon and select a future month, day, and year.

← Time
Balances

Absence Balances

Absence Type	Carried Forward Hours	YTD Accrued Hours	YTD Taken Hours	Balances as of 05/31/2021
Annual Leave	97.980	50.800	40.750	108.030
Sick Leave	52.980	46.900	63.250	36.630

Monthly Accrual Detail

Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.160	9.380

Year-to-Date (YTD) Absence Record – Other Paid Leave

Absence Type	YTD Hours Taken
Admin Leave	0.00
Red Cross	0.00
Blood Drive & Donation	0.00
Bone Marrow	0.00
Court Leave	0.00
Death Of Imm Family	0.00
Mandatory Furloug	0.00
Mil Leave	0.00
Organ Donor	0.00

Forecast Balance

As of Date: 06/06/2021 📅

Filter by Type: All

*Absence Name: Select Absence Name

Date: 06/01/2021

Calendar ×

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Current Date

**Disclaimer: The current balance does not reflect absences that have not been reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the forecasted balances for the future date selected. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include hours taken for absences that occur on or after August 1, 2021.

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Step 6: Click the **Filter by Type** drop-down arrow and select an absence type.

← Time
Balances

Absence Balances

Absence Type	Carried Forward Hours	YTD Accrued Hours	YTD Taken Hours	Balances as of 05/31/2021
Annual Leave	97.980	50.800	40.750	108.030
Sick Leave	52.980	46.900	63.250	36.630

Monthly Accrual Detail

Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.160	9.380

Year-to-Date (YTD) Absence Record – Other Paid Leave

Absence Type	YTD Hours Taken
Admin Leave	0.00
Red Cross	0.00
Blood Drive & Donation	0.00
Bone Marrow	0.00
Court Leave	0.00
Death Of Imm Family	0.00
Mandatory Furloug	0.00
Mil Leave	0.00
Organ Donor	0.00

**Disclaimer: The current balance does not reflect the YTD Accrued Hours of the Absence forward. Furthermore, Year-to-Date Hours Taken processed. Also, monthly accruals prior to August 1, 2021 are the Monthly Accrual Detail for 2021 will start with August and include absences taken before August 1, 2021.

▼ **Forecast Balance**

As of Date

Filter by Type All

*Absence Name Select Absence Name

- Admin Leave
- All
- American Red Cross
- Annual Leave
- Blood Drive and Donation
- Bone Marrow
- Court Leave
- Death in Immediate Family
- Mandatory Furlough
- Military Leave
- Organ Donor Leave
- Sick Leave
- Sick Leave Advance
- Unpaid Reasons
- Vol Furlough
- Voting Leave

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Step 9: Click the Absence Name drop-down arrow and select an absence name.

← Time
Balances

Absence Balances

Absence Type	Carried Forward Hours	YTD Accrued Hours	YTD Taken Hours	Balances as of 05/31/2021
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Monthly Accrual Detail

Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.160	9.380

Year-to-Date (YTD) Absence Record – Other Paid Leave

Absence Type	YTD Hours Taken
Admin Leave	0.00
Red Cross	0.00
Blood Drive & Donation	0.00
Bone Marrow	0.00
Court Leave	0.00
Death Of Imm Family	0.00
Mandatory Furloug	0.00
Mil Leave	0.00
Organ Donor	0.00

**Disclaimer: The current balance does not reflect absences that have not been processed. Also, monthly accruals prior to August 1, 2021 are reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the Monthly Accrual Detail for 2021 will start with August and forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include absences taken before August 1, 2021.

Forecast Balance

As of Date:

Filter by Type:

*Absence Name: Select Absence Name

Annual Leave
 Select Absence Name

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The Current Balance will appear for the selected absence.

Step 11: Click the **Forecast Balance** button to prompt the system to provide a forecasted balance for the selected absence type.

← Time
Balances

Annual Leave	97.980	50.800	40.750	108.030
Sick Leave	52.980	46.900	63.250	36.630

Monthly Accrual Detail

Month of Accrual ▾	Annual Leave Hours ▾	Sick Leave Hours ▾
May	10.160	9.380

Year-to-Date (YTD) Absence Record – Other Paid Leave

Absence Type ▾	YTD Hours Taken ▾
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Mil Leave	0.00
Organ Donor	0.00

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**Disclaimer The current balance does not reflect absences that have not been processed.

▼ Forecast Balance

As of Date

Filter by Type

*Absence Name

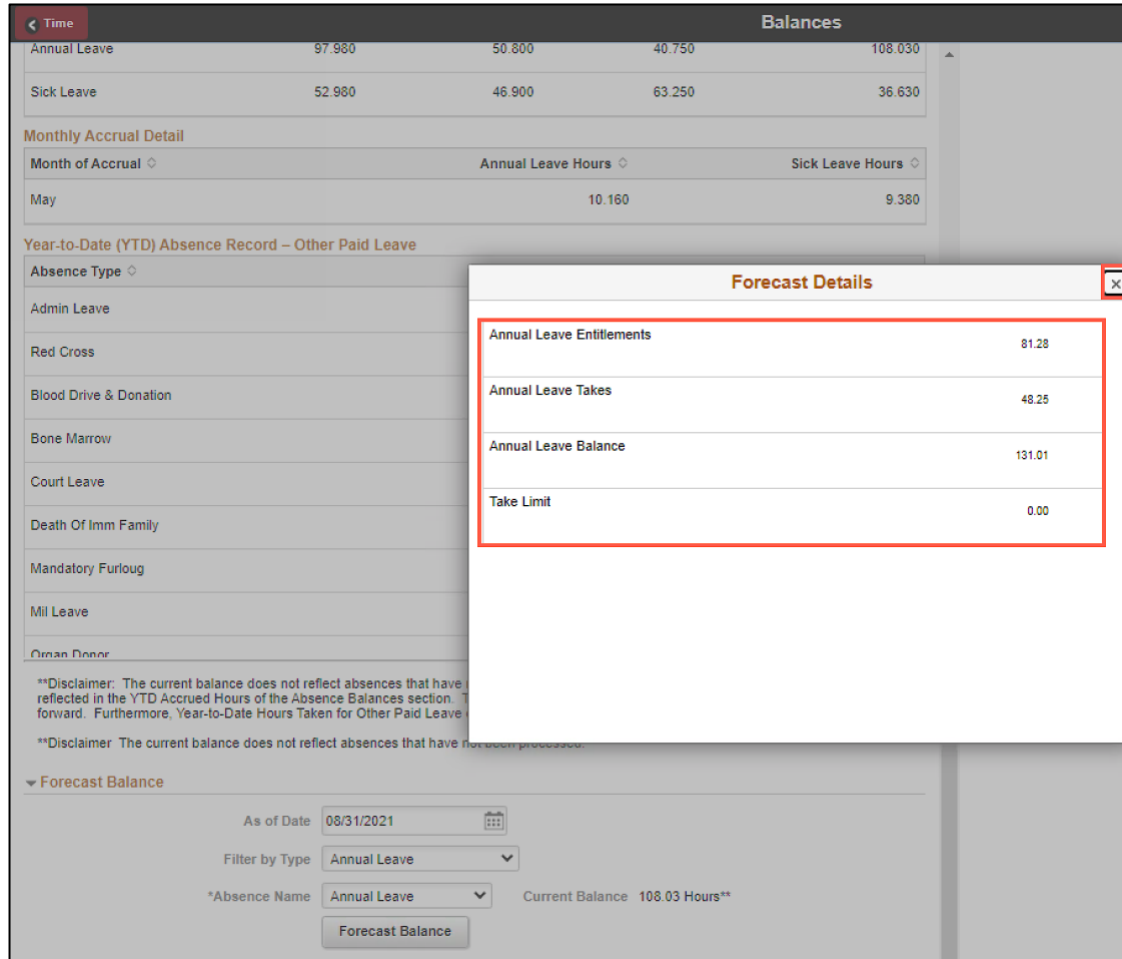
Forecast Balance

Current Balance 108.03 Hours**

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Step 12: Forecast details are provided to include balances that could be available for future dated absence requests.

Step 13: Click the X to close the Forecast Details page and return to the Balances page.



The screenshot displays the 'Balances' section of the ESS system. It includes a table of current balances for Annual and Sick Leave, a 'Monthly Accrual Detail' table for the month of May, and a list of 'Year-to-Date (YTD) Absence Record - Other Paid Leave' types. A 'Forecast Details' modal window is open, showing the following data:

Forecast Details	
Annual Leave Entitlements	81.28
Annual Leave Takes	48.25
Annual Leave Balance	131.01
Take Limit	0.00

At the bottom of the interface, there is a 'Forecast Balance' section with the following controls:

- As of Date: 08/31/2021
- Filter by Type: Annual Leave
- *Absence Name: Annual Leave
- Current Balance: 108.03 Hours**
- Forecast Balance button

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View Absence Balances**

Step 14: The **View Forecast Details** link appears on the screen only after you run the forecast balance using the Forecast Balance button.

Step 15: Select another request to forecast or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view absence balances and forecast balances for future dated absence requests.

← Time		Balances		
Annual Leave	97.980	50.800	40.750	108.030
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Monthly Accrual Detail

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Year-to-Date (YTD) Absence Record – Other Paid Leave

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Mandatory Furloug	0.00
Mil Leave	0.00
Organ Donor	0.00

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**Disclaimer: The current balance does not reflect absences that have not been processed.

Forecast Balance

As of Date: 08/31/2021

Filter by Type: Annual Leave

*Absence Name: Annual Leave Current Balance: 108.03 Hours**

Forecast Balance [View Forecast Details](#)