

University of South Carolina Absence Management – TL/ABS Approver View Absence Balances and Forecast Balances

How to view absence balances and forecast balances for an employee:

This job aid outlines how a TL/ABS Approver can view absence balances and forecast balances for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

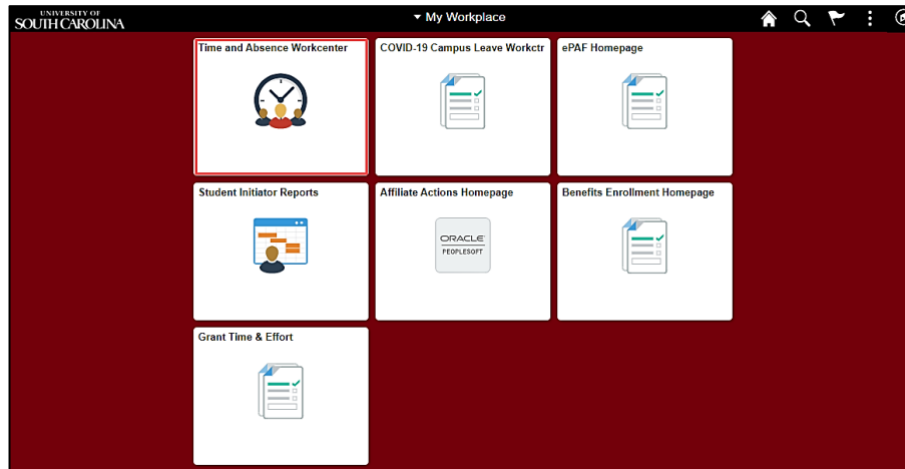
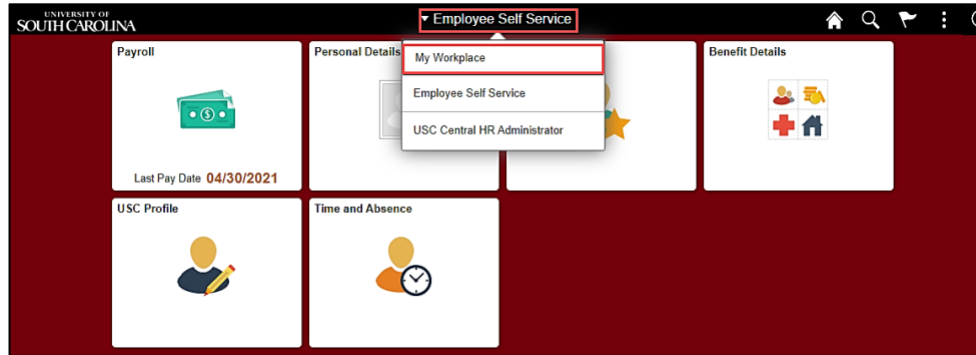
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



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Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



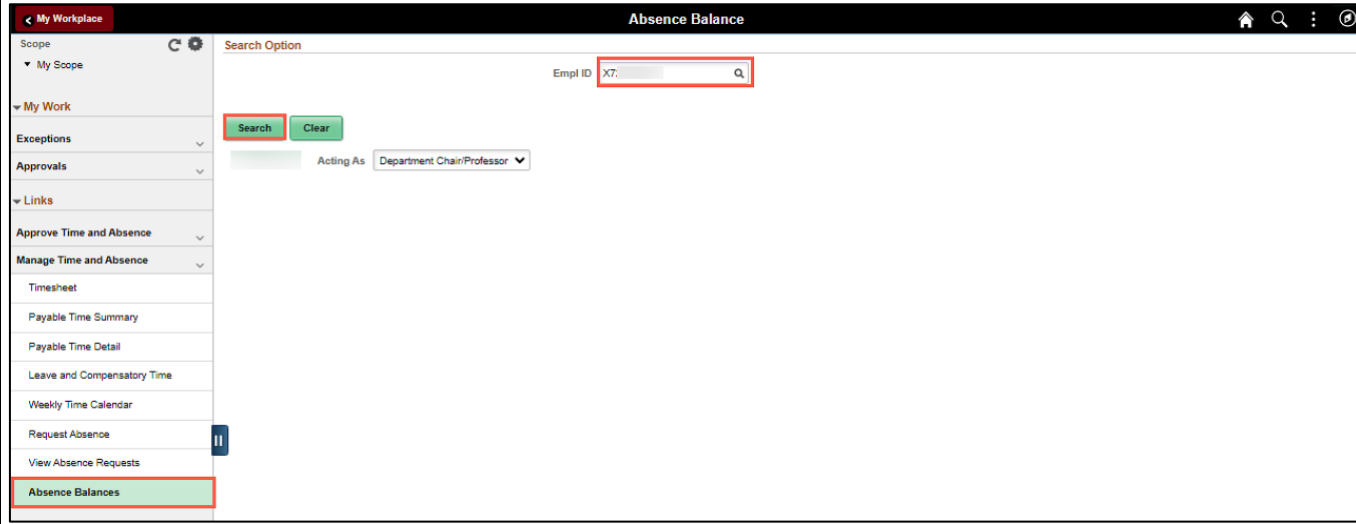
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Step 4: Click the **Absence Balance** tab.

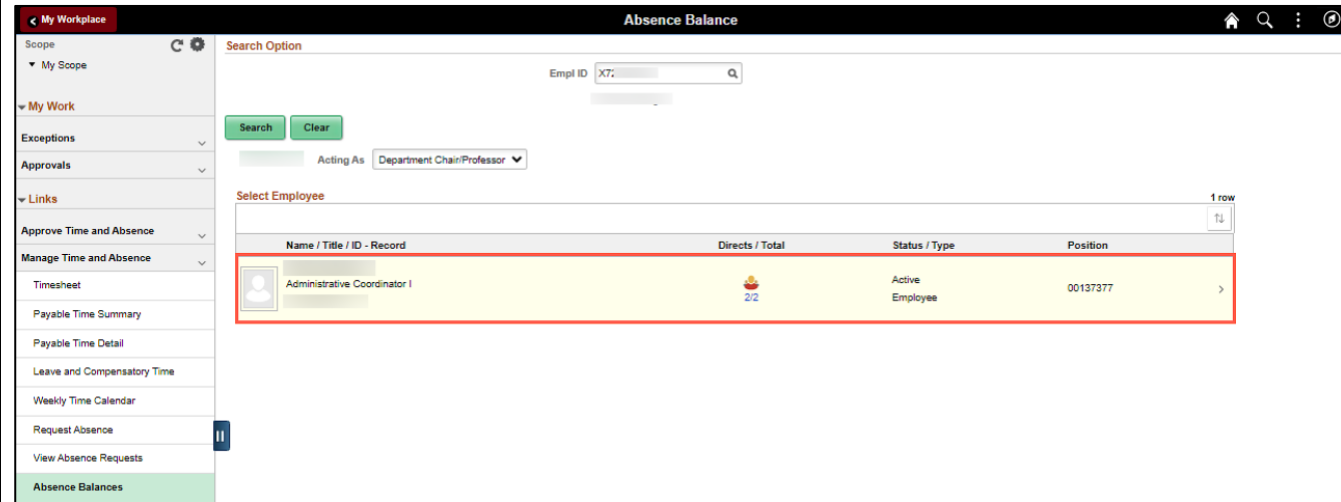
Step 5: To search for an employee, click in the the **EMPL ID** field and enter the employee’s USCID.

Step 6: Click the **Search** button.



Step 7: Click the **Employee line**.



The screenshot shows the 'Absence Balance' interface. On the left sidebar, the 'Absence Balances' tab is highlighted. In the main content area, the 'Search Option' section has 'Empl ID' set to 'X7'. The 'Search' button is highlighted with a red box.



The screenshot shows the search results in the 'Absence Balance' interface. A table titled 'Select Employee' displays one result:

Name / Title / ID - Record	Directs / Total	Status / Type	Position
 Administrative Coordinator I	 2/2	Active Employee	00137377

The table row is highlighted with a red box.

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Use the **Absence Balances** page to view the employee's absence balances and forecast balance for future dated absence requests.

Step 8: 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

< My Workplace
Balances

Scope ⌵ ⚙️

▼ My Scope

▼ My Work

Exceptions ⌵

Approvals ⌵

▼ Links

Approve Time and Absence ⌵

Manage Time and Absence ⌵

Timesheet


Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Request Absence



Administrative Coordinator I

[Return to Select Employee](#)

Calendar Year 🔍

Leave Data

Empl ID	Name	Leave Accrual Date	Avg. Work Hours per Week	Avg. Work Hours per Day
X72		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

View Absence Balances and Forecast Balance

4

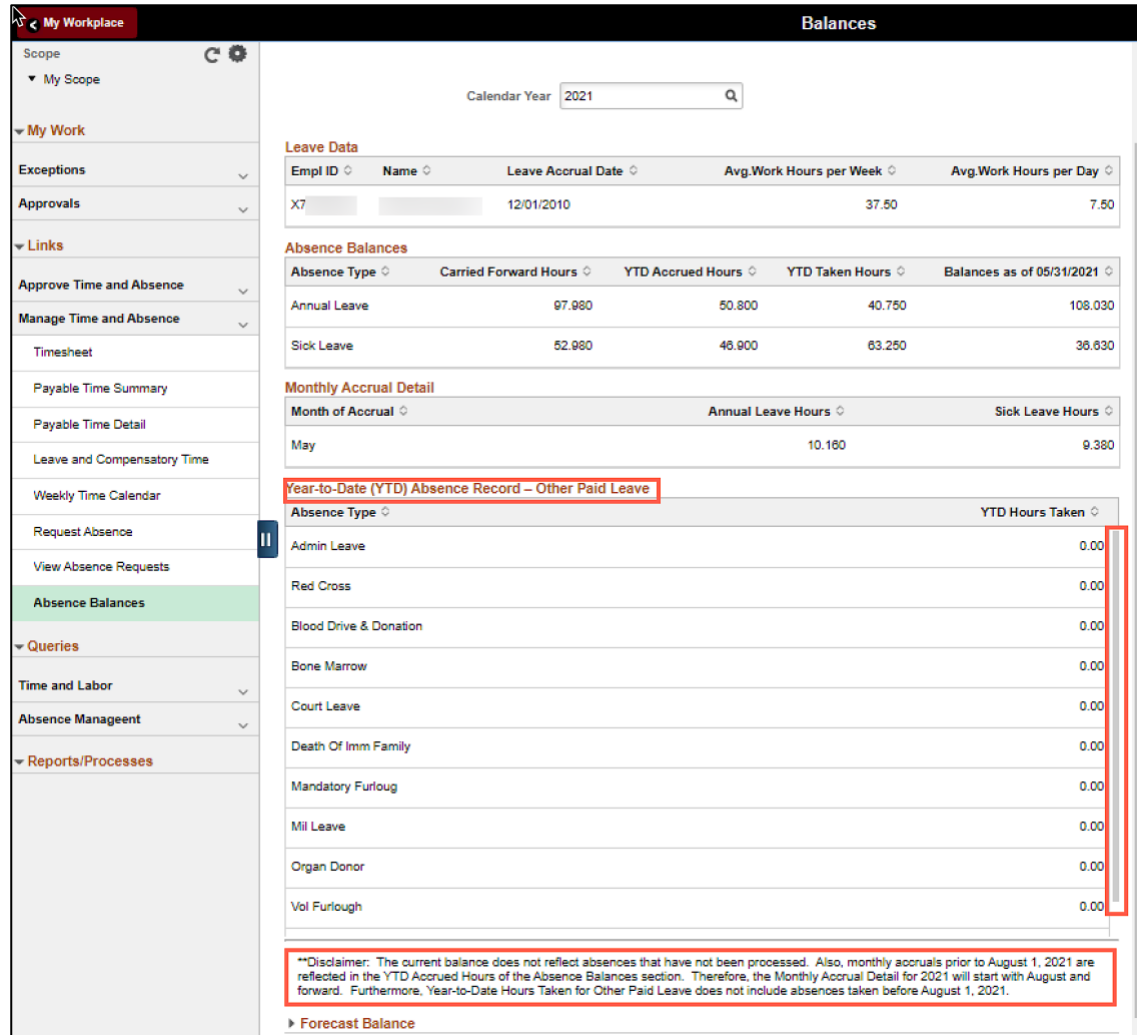
June 2021

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Step 9: 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 1 and forward.



The screenshot displays the 'Balances' page in the system. The left sidebar contains navigation options such as 'My Workplace', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Absence Balances', and 'Queries'. The main content area is titled 'Balances' and includes a 'Calendar Year' dropdown set to 2021. It features three tables: 'Leave Data', 'Absence Balances', and 'Monthly Accrual Detail'. A red box highlights the 'Year-to-Date (YTD) Absence Record – Other Paid Leave' table, which lists various absence types and their corresponding YTD hours taken. A second red box highlights a disclaimer at the bottom of the page.

Leave Data				
Empl ID	Name	Leave Accrual Date	Avg. Work Hours per Week	Avg. Work Hours per Day
X7		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	48.900	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 Furlough	0.00
Mil Leave	0.00
Organ Donor	0.00
Vol Furlough	0.00

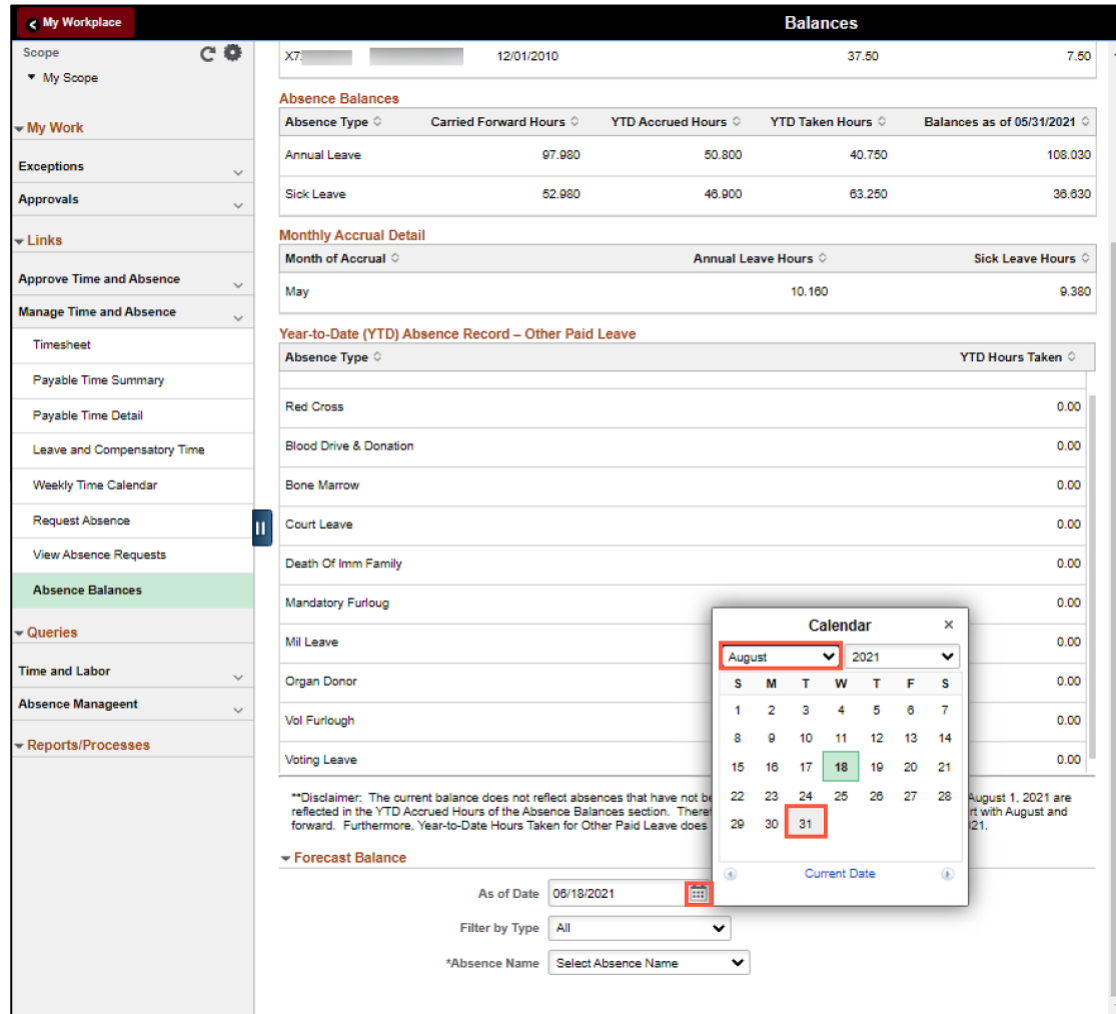
****Disclaimer:** The current balance does not reflect absences that have not been processed. Also, monthly accruals prior to August 1, 2021 are reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the Monthly Accrual Detail for 2021 will start with August and forward. Furthermore,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

Forecast Balance

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

Step 10: 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.



The screenshot displays the 'Balances' page in the system. The left sidebar contains navigation options such as 'My Workplace', 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances' (highlighted), 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'.

The main content area shows the following data:

Absence Balances	
Absence Type	Balances as of 05/31/2021
Annual Leave	108.030
Sick Leave	36.630

Monthly Accrual Detail	
Month of Accrual	Annual Leave Hours
May	10.180

Year-to-Date (YTD) Absence Record – Other Paid Leave	
Absence Type	YTD Hours Taken
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
Vol Furlough	0.00
Voting Leave	0.00

At the bottom, there is a 'Forecast Balance' section with the following fields:

- As of Date: 09/18/2021 (with a calendar icon)
- Filter by Type: All
- *Absence Name: Select Absence Name

A 'Calendar' pop-up window is open, showing the month of August 2021. The date 18th is highlighted in green, and the date 31st is highlighted in red. A disclaimer at the bottom of the calendar notes: '*Disclaimer: The current balance does not reflect absences that have not been reflected in the YTD Accrued Hours of the Absence Balances section. There is a carry forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include August 1, 2021 are part with August and 2021.'

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Step 11: Click the **Filter by Type** drop-down arrow and select an absence type.

< My Workplace
Balances

Scope ⚙

▼ My Scope

▼ My Work

Exceptions ▼

Approvals ▼

▼ Links

Approve Time and Absence ▼

Manage Time and Absence ▼

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Request Absence

View Absence Requests

Absence Balances

▼ Queries

Time and Labor ▼

Absence Management ▼

▼ Reports/Processes

X7
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	48.900	63.250	38.630

Monthly Accrual Detail

Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.180	9.380

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

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

**Disclaimer: The current balance does not reflect the YTD Accrued Hours of the Absence. Furthermore, Year-to-Date Hours Taken are not processed. Also, monthly accruals prior to August 1, 2021 are not included in 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 ▼

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View Absence Balances and Forecast Balances

Step 12: Click the **Absence Name** drop-down arrow and select an absence name.

< My Workplace
Balances

Scope

▼ My Scope

▼ My Work

Exceptions ▼

Approvals ▼

▼ Links

Approve Time and Absence ▼

Manage Time and Absence ▼

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Request Absence

View Absence Requests

Absence Balances

▼ Queries

Time and Labor ▼

Absence Management ▼

▼ Reports/Processes

X7 [] [] 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	48.900	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
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
Vol Furlough	0.00
Voting Leave	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: 08/31/2021

Filter by Type: Annual Leave ▼

*Absence Name: Select Absence Name ▼

Annual Leave
 Select Absence Name

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The Current Balance will appear for the selected absence.

Step 13: Click the **Forecast Balance** button to prompt the system to provide a forecasted balance for the selected absence type.

< My Workplace

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor ▼
- Absence Management ▼
- ▼ Reports/Processes

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
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
Vol Furlough	0.00
Voting Leave	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.

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

Forecast Balance

As of Date:

Filter by Type:

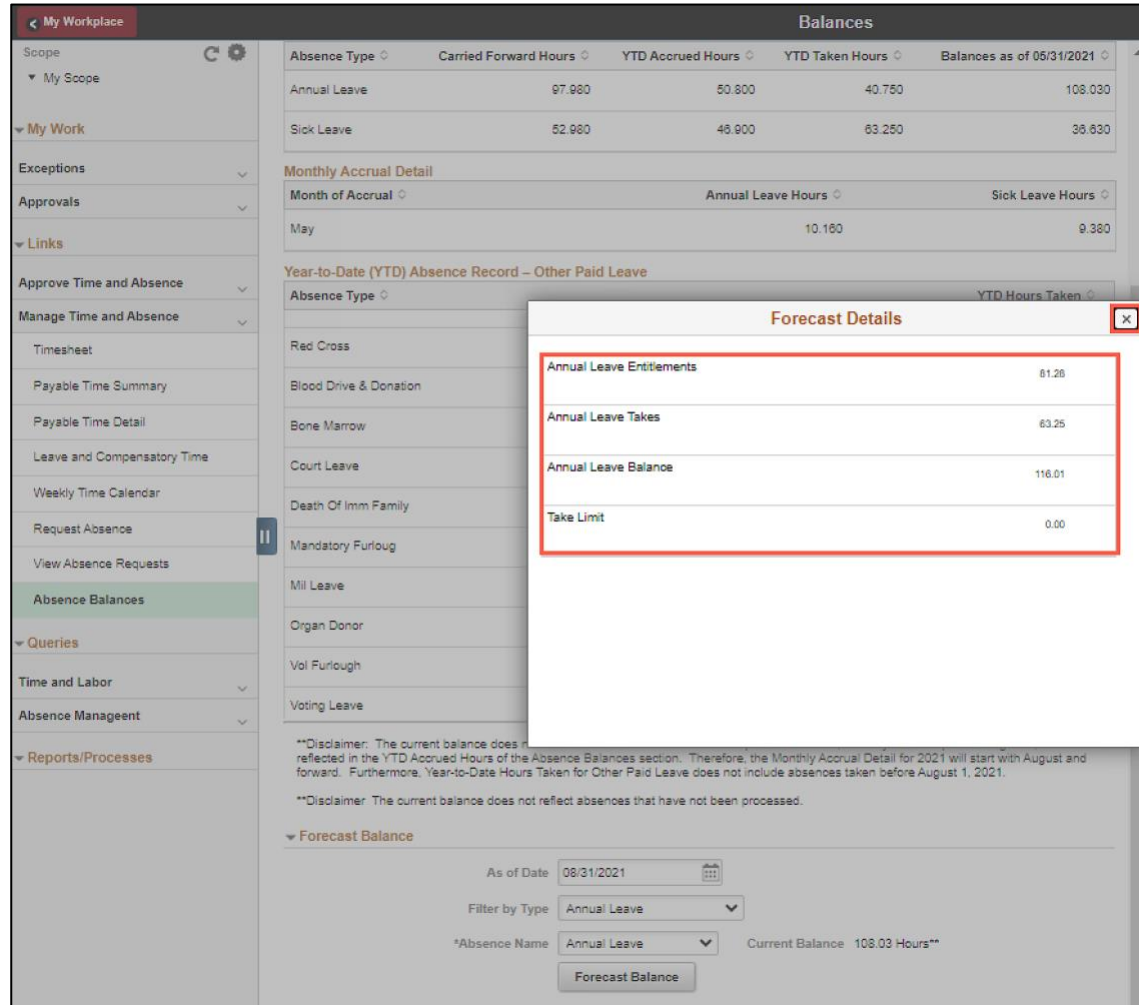
*Absence Name: Current Balance 108.03 Hours**

Forecast Balance

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Step 14: Forecast details are provided to include balances that could be available for future dated absence requests.

Step 15: Click the X to close the Forecast Details page and return to the Balances page.



The screenshot displays the 'Balances' page in the absence management system. A 'Forecast Details' pop-up window is open, showing the following data:

Forecast Details	
Annual Leave Entitlements	81.26
Annual Leave Takes	63.25
Annual Leave Balance	116.01
Take Limit	0.00

The background 'Balances' page includes a table with the following data:

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

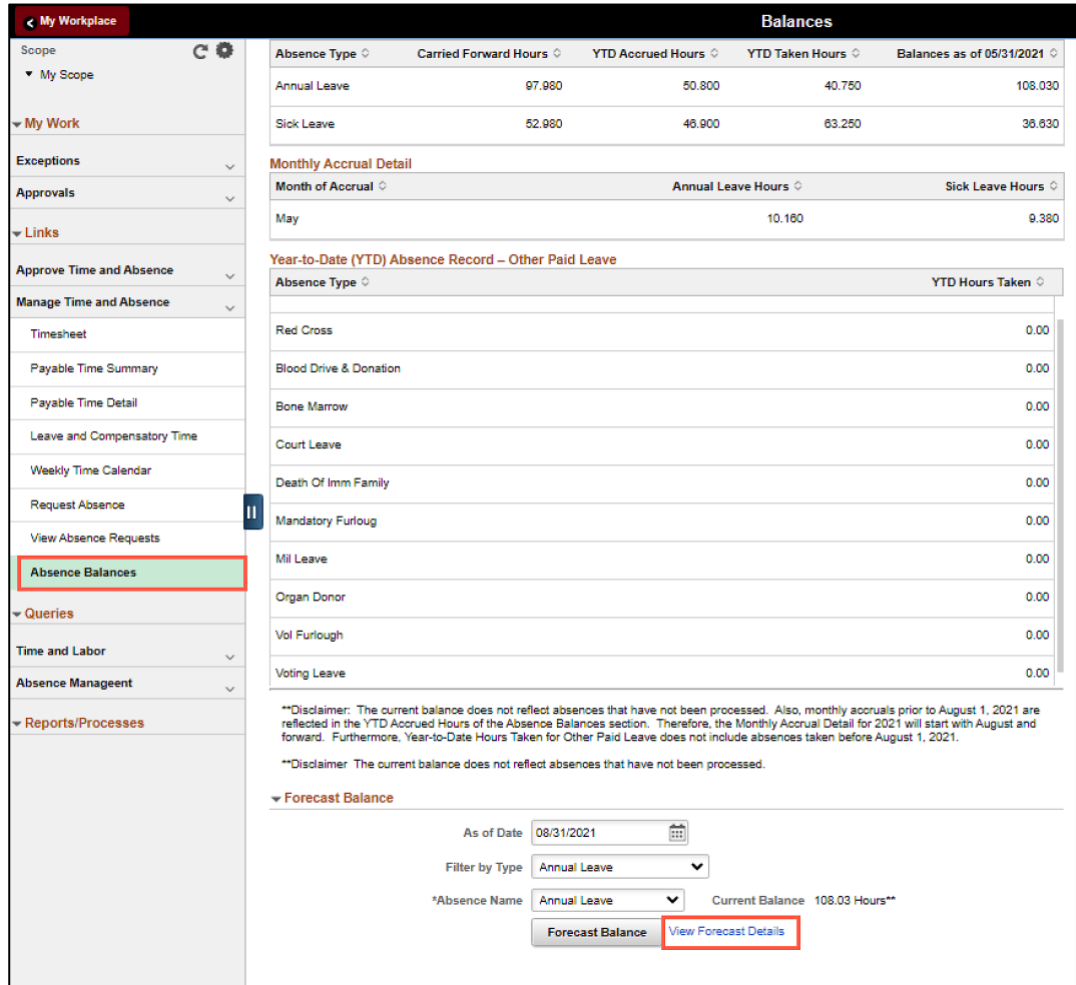
Below the table, there is a 'Monthly Accrual Detail' section for May, showing 10.160 Annual Leave Hours and 9.380 Sick Leave Hours. At the bottom, there is a 'Forecast Balance' section with filters for 'As of Date' (08/31/2021), 'Filter by Type' (Annual Leave), and '*Absence Name' (Annual Leave), resulting in a 'Current Balance' of 108.03 Hours**.

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Step 16: The **View Forecast Details** link appears on the screen only after you run the forecast balance using the Forecast Balance button.

Step 17: Click the **Absence Balance** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

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



The screenshot displays the 'Balances' section of the system. On the left is a navigation menu with 'Absence Balances' highlighted. The main content area shows a table of absence types with their respective hours.

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

Below the table, there are sections for 'Monthly Accrual Detail' and 'Year-to-Date (YTD) Absence Record – Other Paid Leave'. The 'Year-to-Date' section includes a list of absence types and their YTD hours taken, such as Red Cross (0.00), Blood Drive & Donation (0.00), Bone Marrow (0.00), Court Leave (0.00), Death Of Imm Family (0.00), Mandatory Furlough (0.00), Mil Leave (0.00), Organ Donor (0.00), Vol Furlough (0.00), and Voting Leave (0.00).

At the bottom, there is a 'Forecast Balance' section with a date selector set to 08/31/2021, a filter by type set to Annual Leave, and a current balance of 108.03 Hours. Two buttons are visible: 'Forecast Balance' and 'View Forecast Details', with the latter highlighted by a red box.