

**University of South Carolina
Absence Management – MSS
View Absence Balances and Forecast Balances**

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

This job aid outlines how a manager can view absence balances and forecast balances for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

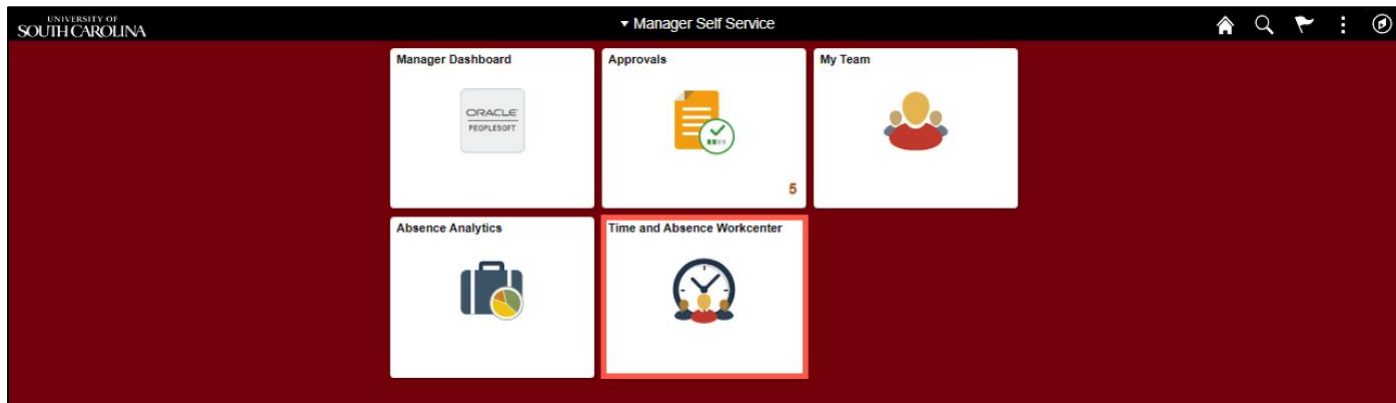
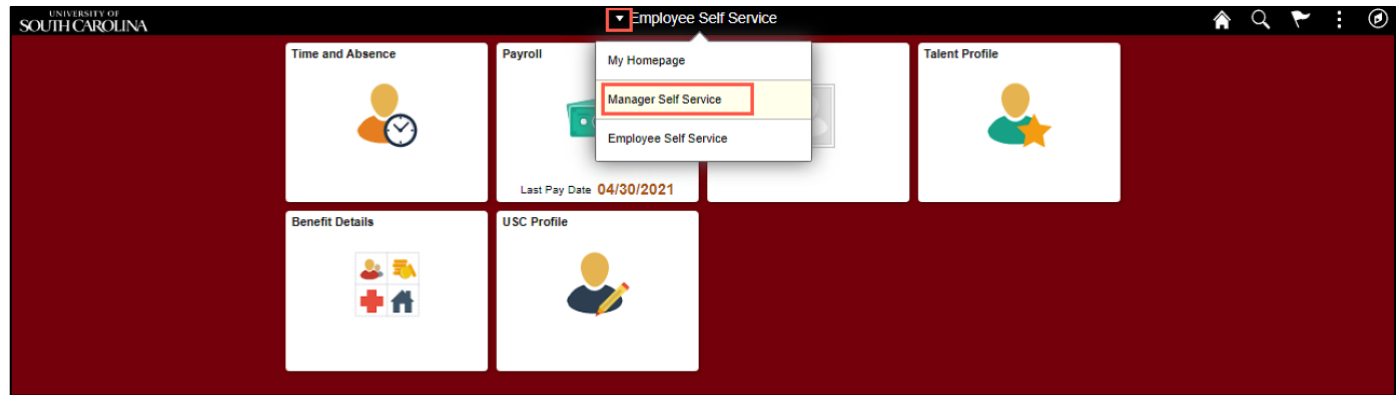
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

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

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

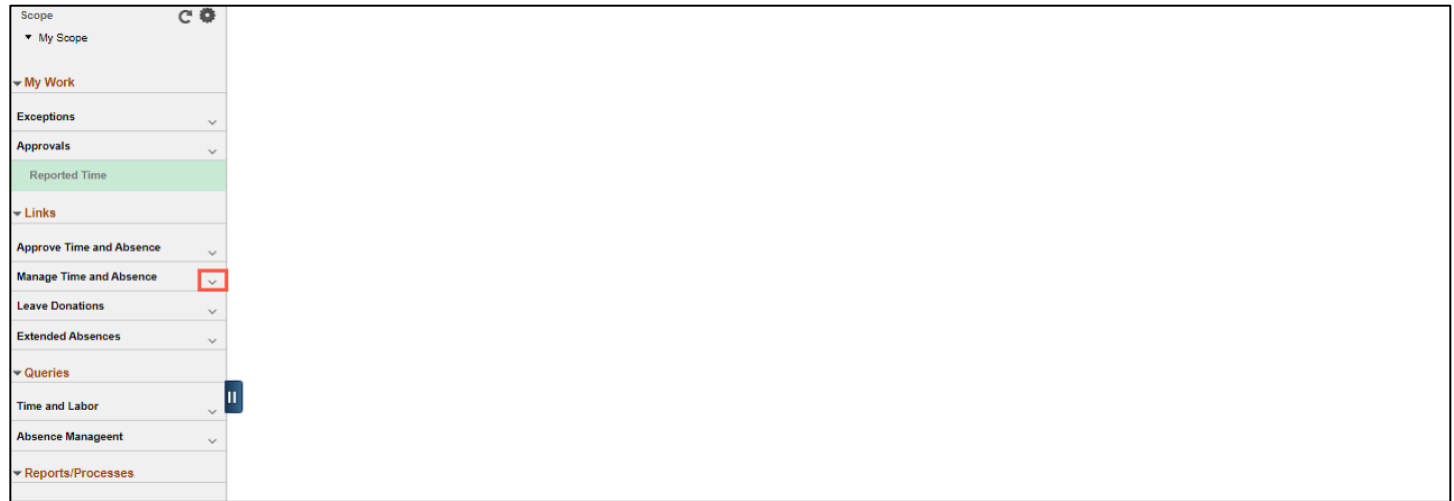
Screenshots



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers 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.



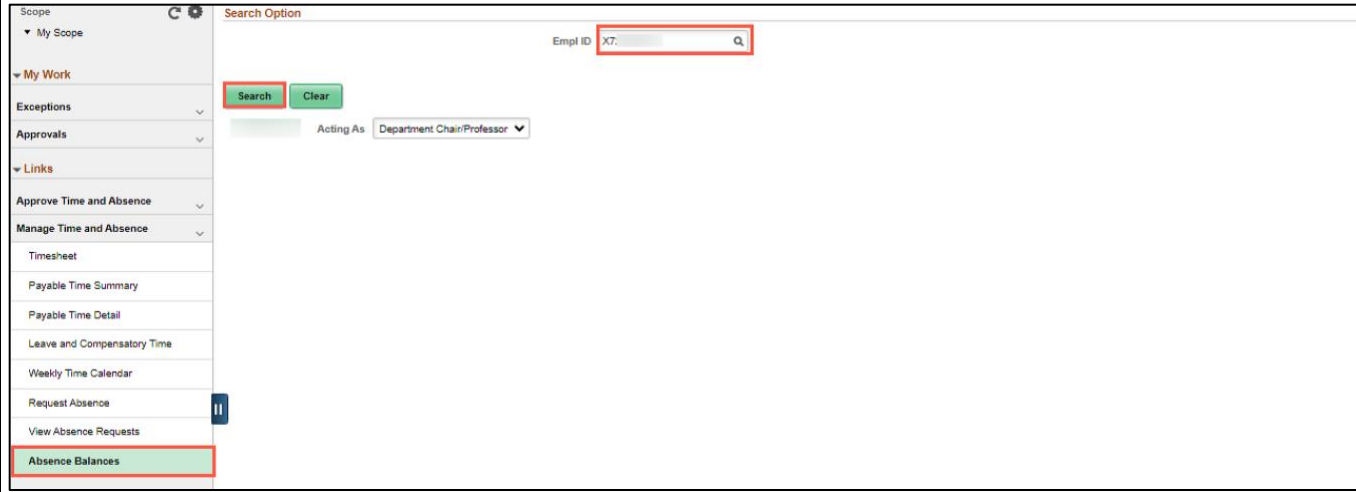
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Step 4: Click the **Absence Balance** tab.

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 MSS interface with the 'Absence Balances' tab selected in the left sidebar. The search field contains 'X7' and the 'Search' button is highlighted.



The screenshot shows the search results for 'X7'. The 'Employee line' is highlighted, showing details for 'Administrative Coordinator I'.

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

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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

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

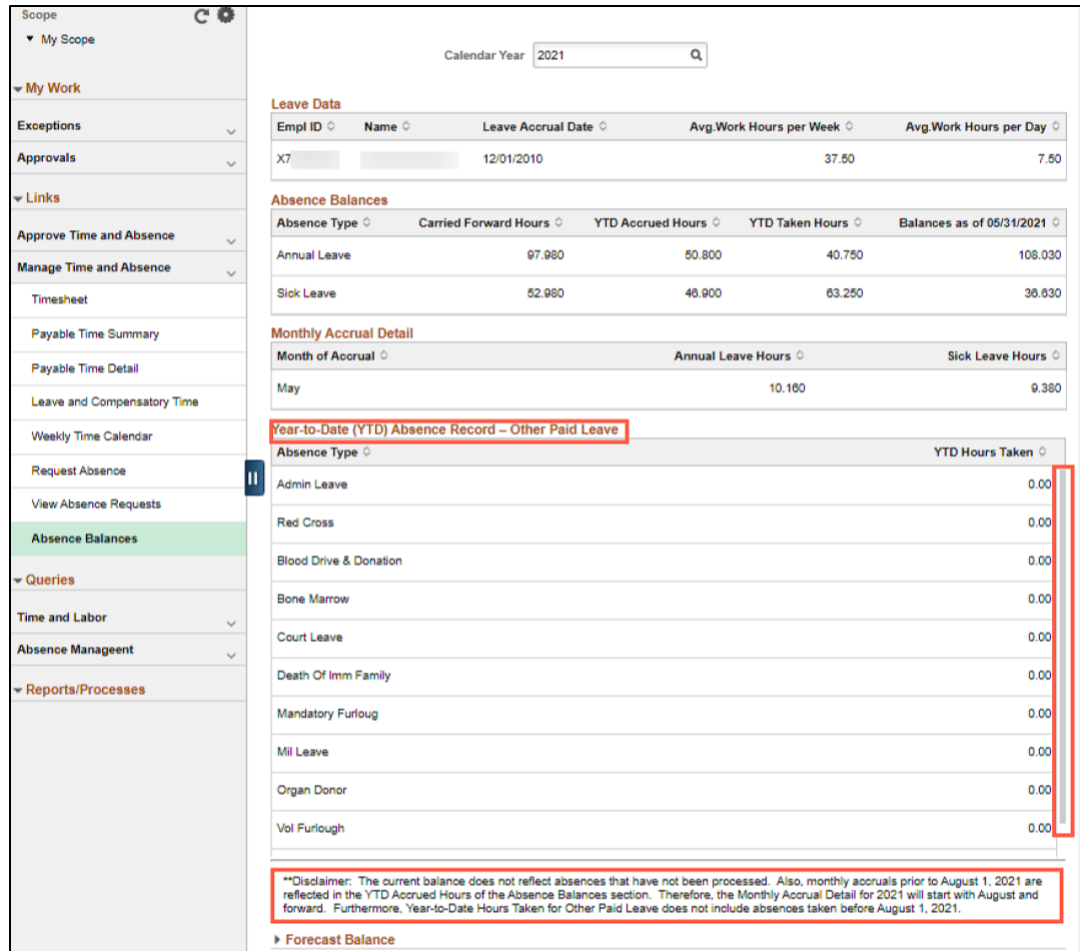
Month of Accrual	Annual Leave Hours	Sick Leave Hours
May	10.160	9.380

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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.



Scope
▼ My Scope

Calendar Year: 2021

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	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
Vol Furlough	0.00

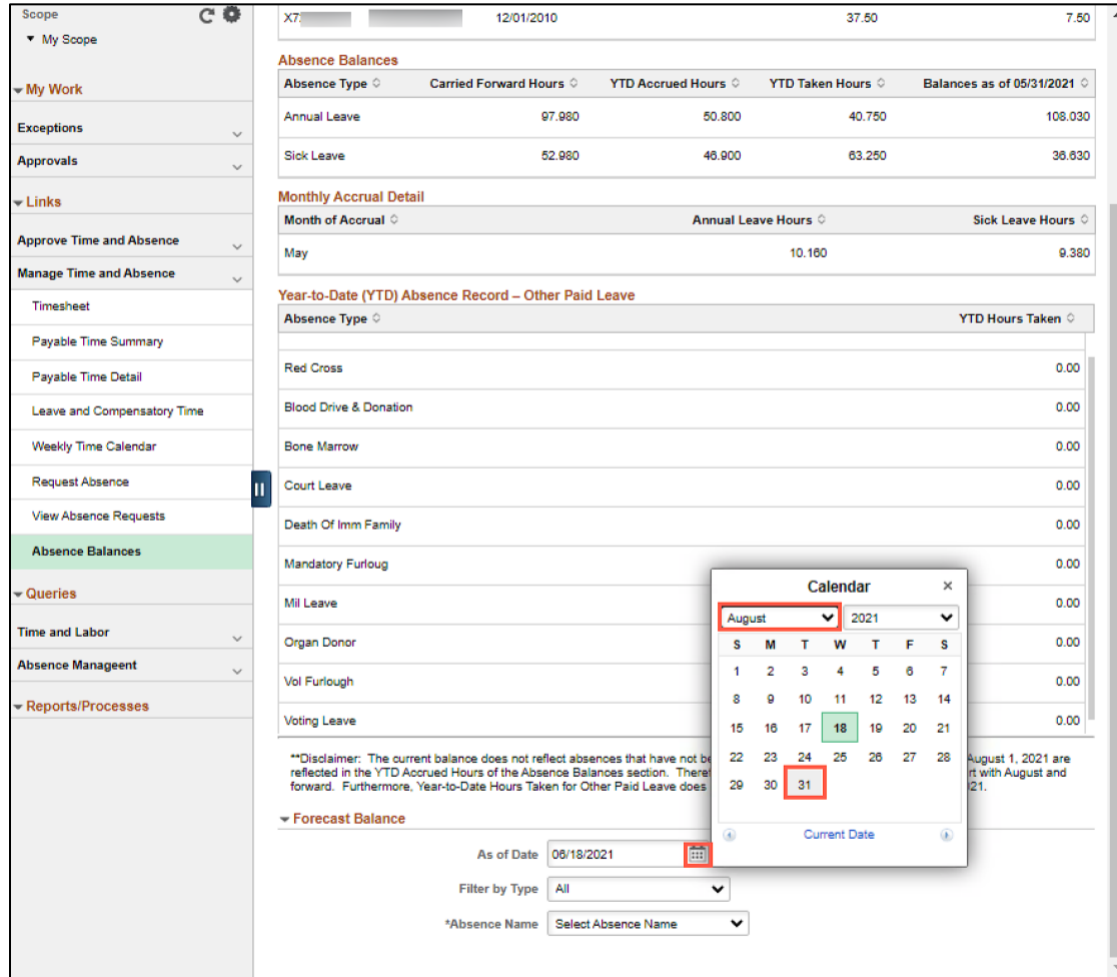
****Disclaimer:** The current balance does not reflect absences that have not been processed. Also, monthly accruals prior to August 1, 2021 are reflected in the YTD Accrued Hours of the Absence Balances section. Therefore, the Monthly Accrual Detail for 2021 will start with August and forward. Furthermore, 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 'Absence Balances' section of the MSS interface. The left sidebar contains a navigation menu with 'Absence Balances' highlighted. The main content area shows a table of absence balances for employee X7 as of 12/01/2010. Below this, there are sections for 'Monthly Accrual Detail' (showing 10.160 Annual Leave Hours and 9.380 Sick Leave Hours for May) and 'Year-to-Date (YTD) Absence Record – Other Paid Leave' (listing various leave types with 0.00 hours taken). A 'Forecast Balance' section at the bottom allows setting an 'As of Date' to 06/18/2021. A calendar pop-up is open, showing August 2021 with the 31st selected. A disclaimer at the bottom of the YTD section states: '**Disclaimer: The current balance does not reflect absences that have not been reflected in the YTD Accrued Hours of the Absence Balances section. There are some absences that have been carried forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include absences that have been carried forward.' A note on the right side of the calendar indicates that August 1, 2021, is part of August and not August 21.

Scope	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 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 absences that have not been reflected in the YTD Accrued Hours of the Absence Balances section. There are some absences that have been carried forward. Furthermore, Year-to-Date Hours Taken for Other Paid Leave does not include absences that have been carried forward.				
Forecast Balance				
As of Date	06/18/2021			
Filter by Type	All			
*Absence Name	Select Absence Name			

University of South Carolina Absence Management – MSS View Absence Balances and Forecast Balances

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

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	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 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 forward. Furthermore, Year-to-Date Hours Taken are not processed. Also, monthly accruals prior to August 1, 2021 are not processed. Also, monthly accruals prior to August 1, 2021 are not processed. Also, 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 ⌵ Annual Leave

*Absence Name ⌵ Select Absence Name

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

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
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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
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 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: ▼

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.

Scope ⌵ ⚙️

- ▼ My Scope
- ▼ My Work
- Exceptions ⌵
- Approvals ⌵
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- Approve Time and Absence ⌵
- Manage Time and Absence ⌵
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- Weekly Time Calendar
- Request Absence ⌵
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor ⌵
- Absence Management ⌵
- ▼ Reports/Processes

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	36.830

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 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 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:

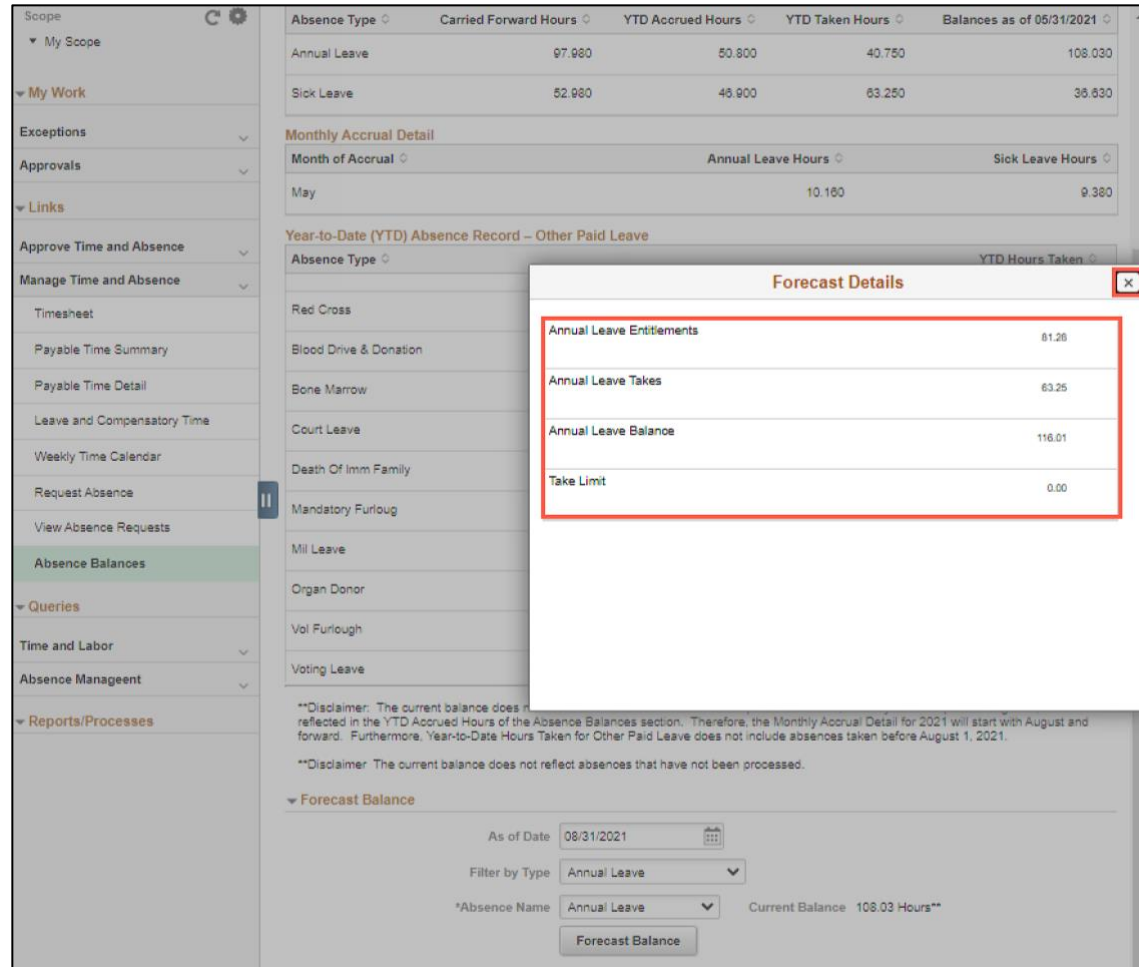
*Absence Name: Current Balance 108.03 Hours**

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 'Absence Balances' section of the MSS application. A 'Forecast Details' modal 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

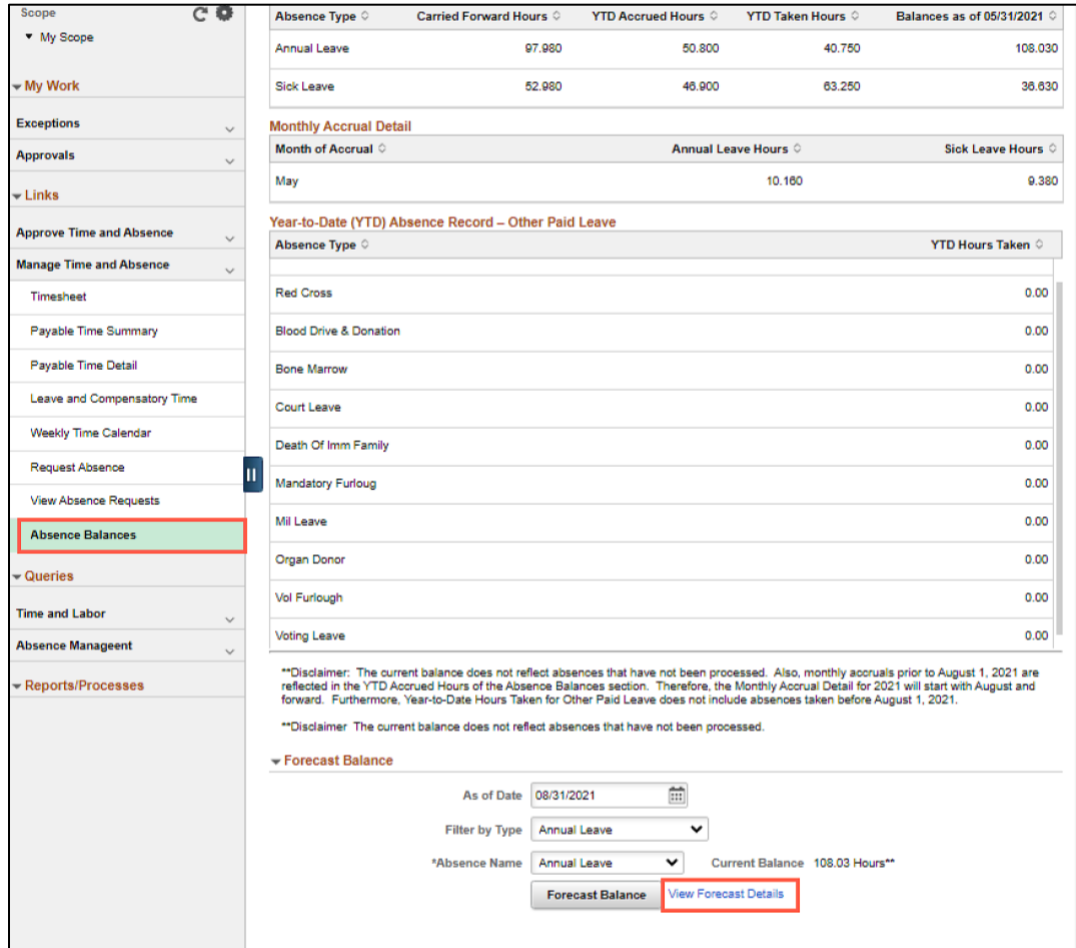
The background interface shows a table of absence types with columns for Carried Forward Hours, YTD Accrued Hours, YTD Taken Hours, and Balances as of 05/31/2021. The 'Absence Balances' section is currently selected in the left-hand navigation menu.

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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 'Absence Balances' section of the MSS interface. The left sidebar contains a navigation menu with 'Absence Balances' highlighted. The main content area is divided into several sections:

- Absence Type Summary:** A table showing 'Annual Leave' (97,980 Carried Forward, 50,800 YTD Accrued, 40,750 YTD Taken, 108,030 Balance) and 'Sick Leave' (52,980 Carried Forward, 46,900 YTD Accrued, 63,250 YTD Taken, 36,630 Balance).
- Monthly Accrual Detail:** A table for the month of May showing 10,160 Annual Leave Hours and 9,380 Sick Leave Hours.
- Year-to-Date (YTD) Absence Record – Other Paid Leave:** A list of absence types with their YTD hours taken, all currently at 0.00.
- Disclaimer:** Two paragraphs explaining that the current balance does not reflect unprocessed absences and that monthly accruals prior to August 1, 2021, are reflected in the YTD Accrued Hours.
- Forecast Balance:** A section with a date selector set to 08/31/2021, a filter set to 'Annual Leave', and an 'Absence Name' dropdown set to 'Annual Leave'. It shows a 'Current Balance' of 108.03 Hours. Two buttons are present: 'Forecast Balance' and 'View Forecast Details' (highlighted with a red box).