Employees can view Absence Balance Details via the Time and Attendance tile on the Employee Self Service homepage.

1. Log into PeopleSoft, from the Employee Self Service home page select the Time and Attendance tile.
2. Next, select the Absence Balance Details tile.
3. Under the Absence Balance Summary tab you can review your balance details by category.
   a. Use the Sick Leave tab to review the sick hours accrued and taken.
   b. The Take Hours shows the hours taken as of the balance date in the first column.
   c. Similarly, Accrued Hours shows the hours earned during the calendar period.
   d. The Current Balance column will display total sick hours as of the balance date in the first column.
4. Next, use the **Vacation Leave** tab to review the vacation hours accrued and taken.
   a. The **Take Hours** shows the hours taken as of the balance date in the first column.
   b. Similarly, **Accrued Hours** shows the hours earned during the calendar period.
   c. The **Current Balance** column will display total vacation hours as of the balance date in the first column.

Please note: If you have taken Bereavement, Educational Activities, and/or Jury Duty leave you will also see the respective tabs and the information will be displayed in the same format.