1. Log into PeopleSoft, from the Employee Self Service homepage 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.
4. Use the **Sick Leave** tab to review the sick hours accrued and taken.
5. The **Take Hours** shows the hours taken as of the balance date in the first column.
6. Similarly, **Accrued Hours** shows the hours earned during the calendar period.
7. The **Current Balance** column will display total sick hours as of the balance date in the first column.
Employee - View Absence Balance Details

Employees can view absence request history and status details via the Time and Attendance tile.

8. Next, use the **Vacation Leave** tab to review the vacation hours accrued and taken.
9. The **Take Hours** shows the hours taken as of the balance date in the first column.
10. Similarly, **Accrued Hours** shows the hours earned during the calendar period.
11. 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.