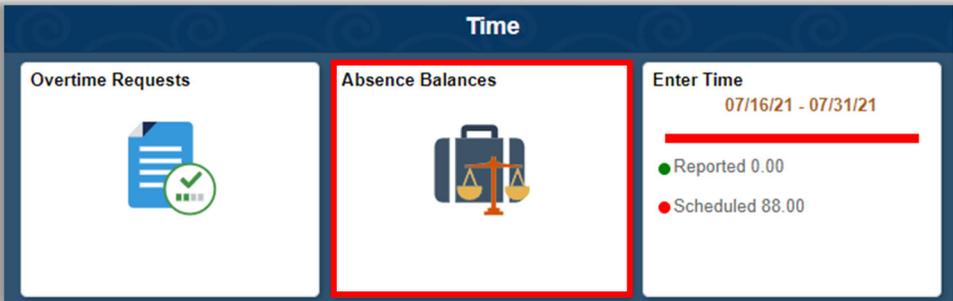


Employee Self Service – Forecasting Absence Balance Once Live

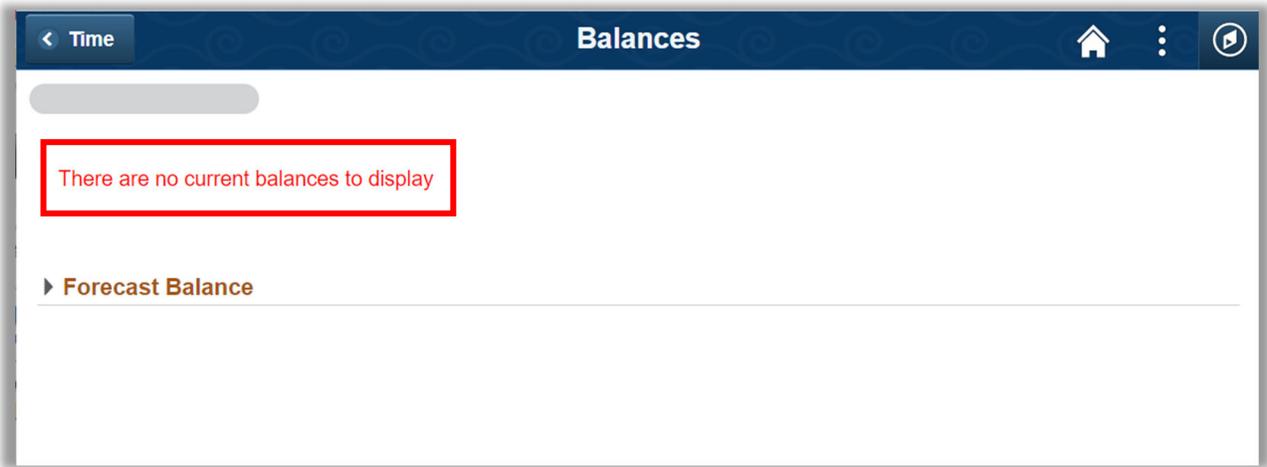
Time & Leave Live Dates for Group 3

- ATF – August 9, 2021
- LAG – August 16, 2021

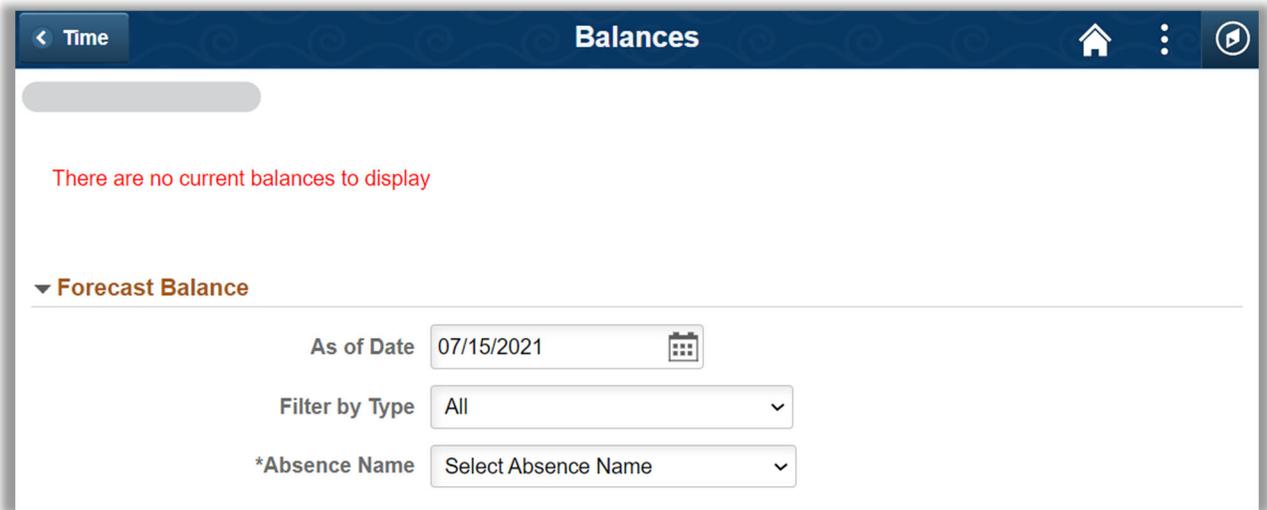
1. Navigate to *Employee Self Service* > *Time* > *Absence Balance*



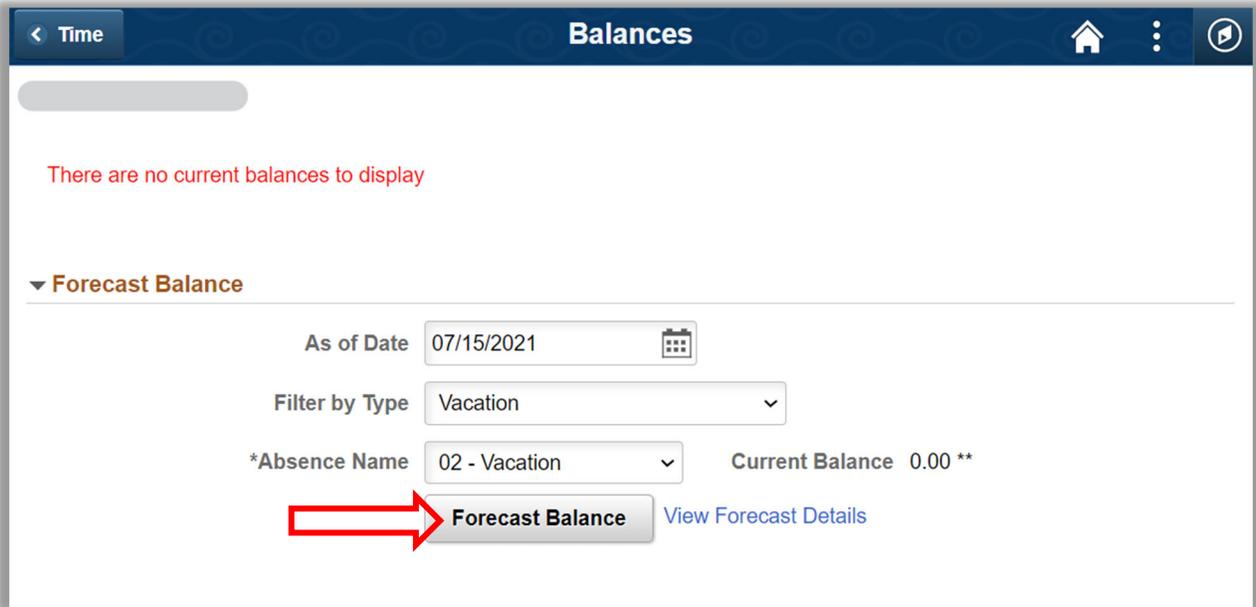
- 2. When Time and Leave becomes available for you to use, below is what you will initially see when you check your balance.
 - Note: **“There are no current balances to display”**, however, you can use your accrued leave and be able to request an absence.



- 3. Forecast Balance lets users see their balance as of a certain date.
 - Choose the As of Date
 - For Absence Name choose either 01-Sick Leave or 02- Vacation



4. Forecast Vacation balance as of 07/15/21.
 - Example below shows as of 07/15, forecasted available vacation balance is 732.65 hours.
 - *“Entitlements”* are Estimates - The system will return the entitlement result as if you’ve worked your entire work schedule up until the chosen forecasted date.
 - Note the “Conversion Vac Adj” is the starting balance provided by your department for Time and Leave launch.



Time Balances

There are no current balances to display

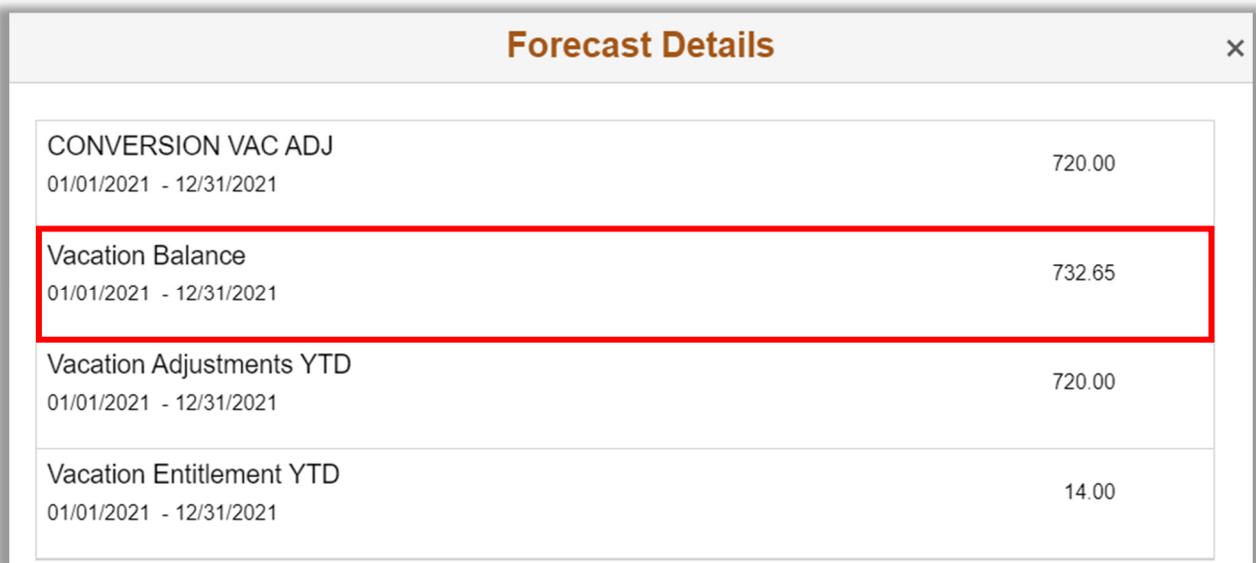
Forecast Balance

As of Date 07/15/2021

Filter by Type Vacation

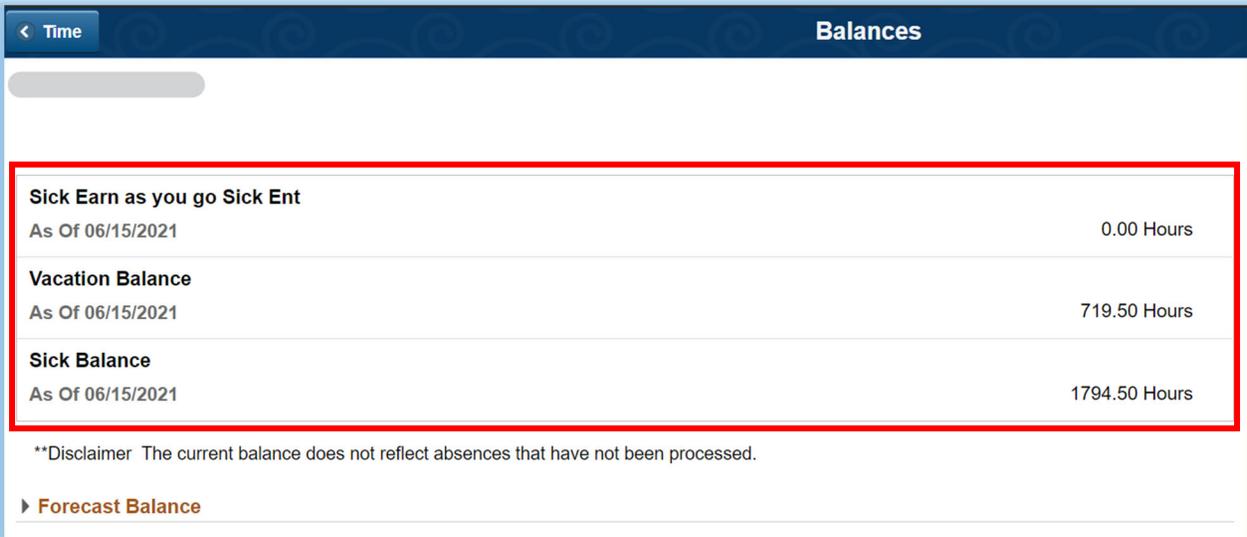
*Absence Name 02 - Vacation Current Balance 0.00 **

Forecast Balance View Forecast Details



Forecast Details	
CONVERSION VAC ADJ 01/01/2021 - 12/31/2021	720.00
Vacation Balance 01/01/2021 - 12/31/2021	732.65
Vacation Adjustments YTD 01/01/2021 - 12/31/2021	720.00
Vacation Entitlement YTD 01/01/2021 - 12/31/2021	14.00

- 5. When the first **Payroll Calendar is finalized for check date 09/03/21**, your leave balances will now be displayed in the Absence Balances tile.
 - Sample below shows balances for an After the fact (ATF) employee after the 7/02/21 check:



Balances	
Sick Earn as you go Sick Ent As Of 06/15/2021	0.00 Hours
Vacation Balance As Of 06/15/2021	719.50 Hours
Sick Balance As Of 06/15/2021	1794.50 Hours

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

► **Forecast Balance**

Forecasting Notes

< Time
Balances

Patrick Doe

Sick Earn as you go Sick Ent	Sick Earn as you go is applicable to UPW Members	
As Of 05/31/2021		0.00 Hours
Vacation Balance	Vacation balance as of 05/31/2021	
As Of 05/31/2021		397.00 Hours
Sick Balance	Sick balance as of 05/31/2021	
As Of 05/31/2021		319.00 Hours

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

Forecast Balance

"As Of" date tells you which pay period was most recently posted in the past and you've taken.

If you've taken more leave since that date, your balance doesn't yet reflect the reduction.

As of Date

07/01/2021

📅

Date you want to forecast your leave balance.

Filter by Type Sick

*Absence Name 01 - Sick Leave Current Balance 319.00 Hours**

Forecast Balance
View Forecast Details

Forecast Details

Sick Balance 01/01/2021 - 12/31/2021			327.00											
Sick Entitlement YTD 01/01/2021 - 12/31/2021	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="background-color: #e1eef6;">Transaction</th> <th style="background-color: #e1eef6;">Hours</th> </tr> </thead> <tbody> <tr> <td>Sick Balance as of 05/31/2021</td> <td style="text-align: right;">319.00</td> </tr> <tr> <td style="color: red;">Sick Taken between 06/01 to 07/01/2021</td> <td style="text-align: right; color: red;">(6.00)</td> </tr> <tr> <td>Sick Accrual for June 2021</td> <td style="text-align: right;">14.00</td> </tr> <tr> <td>Forecasted Sick Balance as of 07/01/2021</td> <td style="text-align: right; border: 2px solid red;">327.00</td> </tr> </tbody> </table>	Transaction	Hours	Sick Balance as of 05/31/2021	319.00	Sick Taken between 06/01 to 07/01/2021	(6.00)	Sick Accrual for June 2021	14.00	Forecasted Sick Balance as of 07/01/2021	327.00	84.00		
Transaction	Hours													
Sick Balance as of 05/31/2021	319.00													
Sick Taken between 06/01 to 07/01/2021	(6.00)													
Sick Accrual for June 2021	14.00													
Forecasted Sick Balance as of 07/01/2021	327.00													
Sick Entitlement Take YTD 01/01/2021 - 12/31/2021		14.00												
Sick Earn as you go Sick Ent 01/01/2021 - 12/31/2021		0.00												
Sick Earn as you go Sick Ent 01/01/2021 - 12/31/2021		0.00												
Sick Earn as you go Sick Ent 01/01/2021 - 12/31/2021		0.00												
Forecasting Formula			ELIGIBLE											

Forecasted balance as of 07/01/2021

Forecasted Sick Earned as of 07/01/2021

Forecasted Sick Taken as of 07/01/2021

Sick Earn as you go is applicable to UPW Members

Sick Earn as you go is applicable to UPW Members

Sick Earn as you go is applicable to UPW Members