



Job Aid: TA07 View an Employee's Absence Balance

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

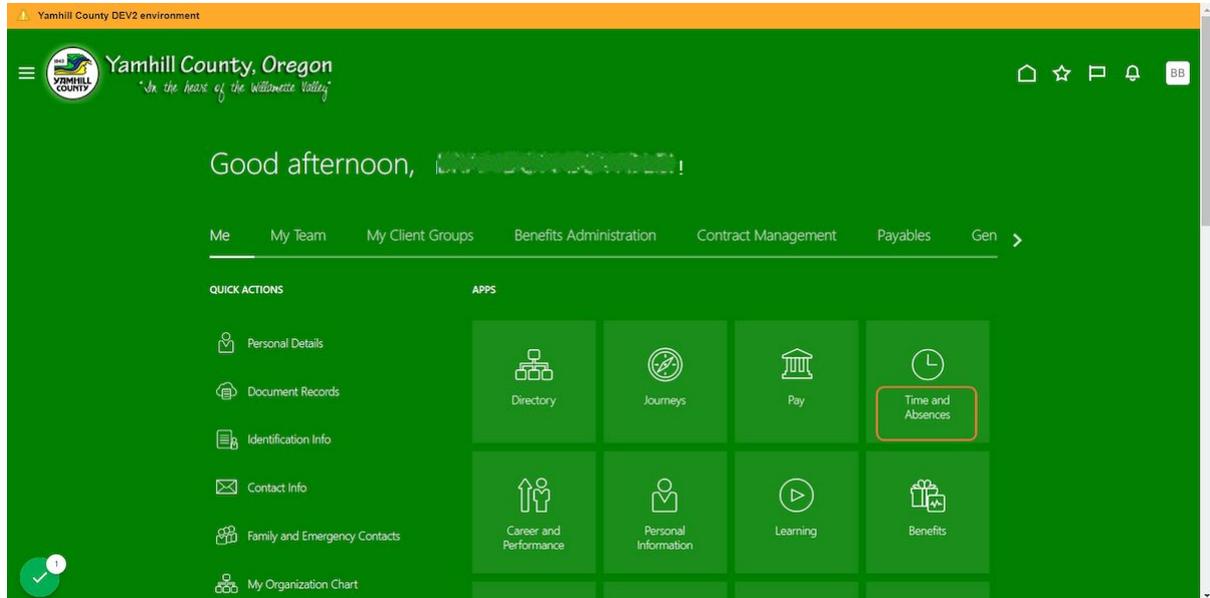
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



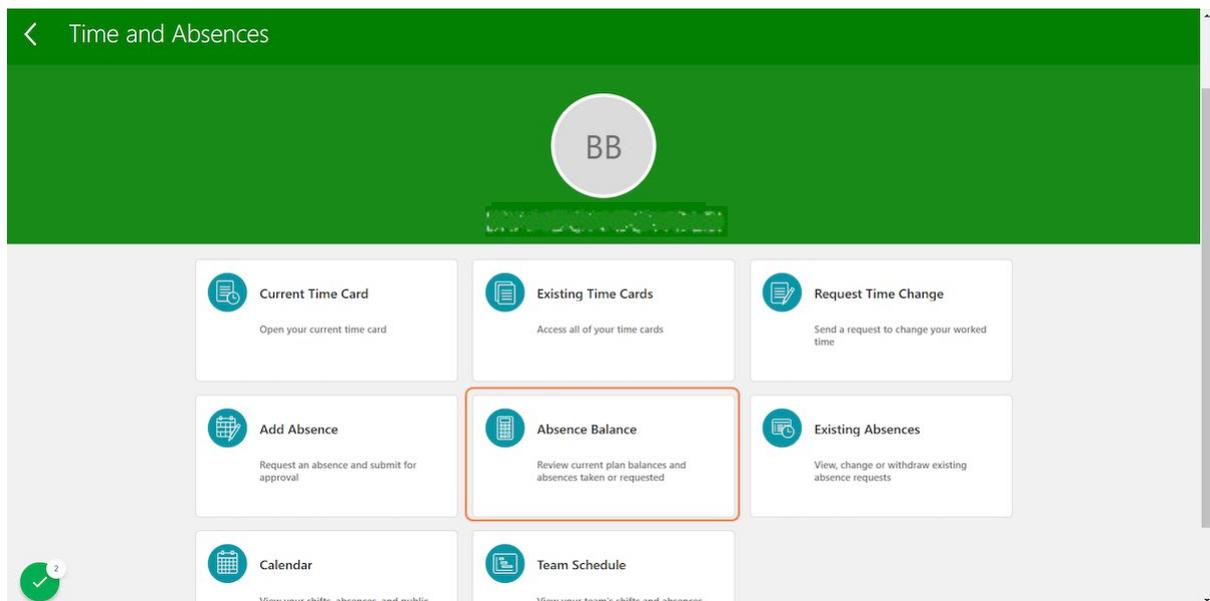
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time and Absences” tile under the “Me” tab.



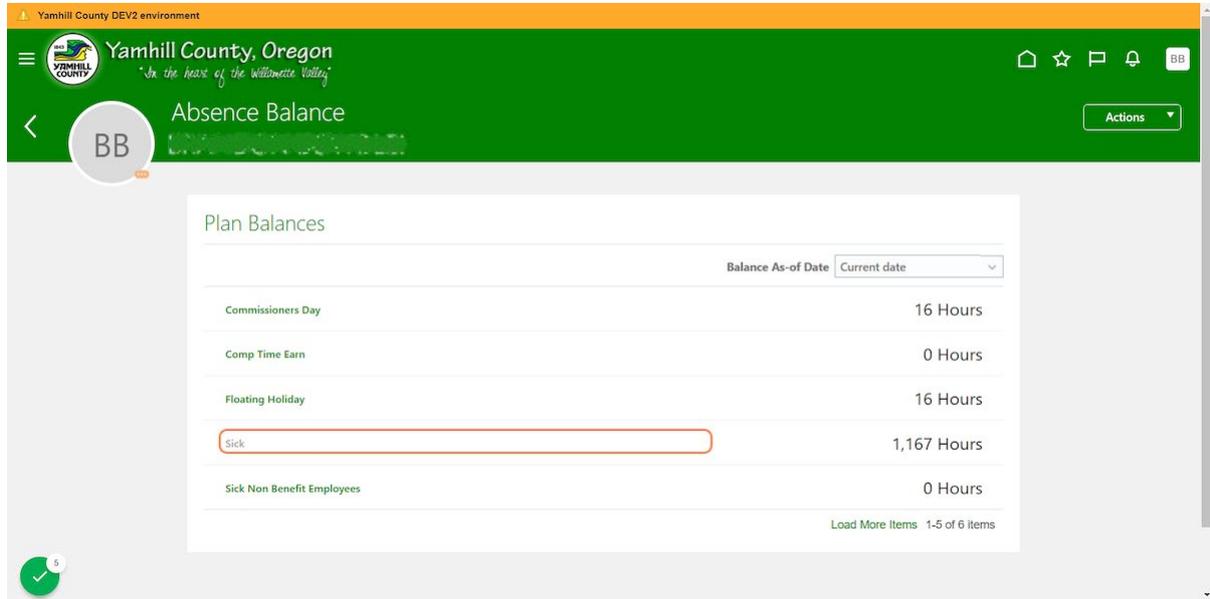
STEP 2

Click on the “Absence Balance” tile.



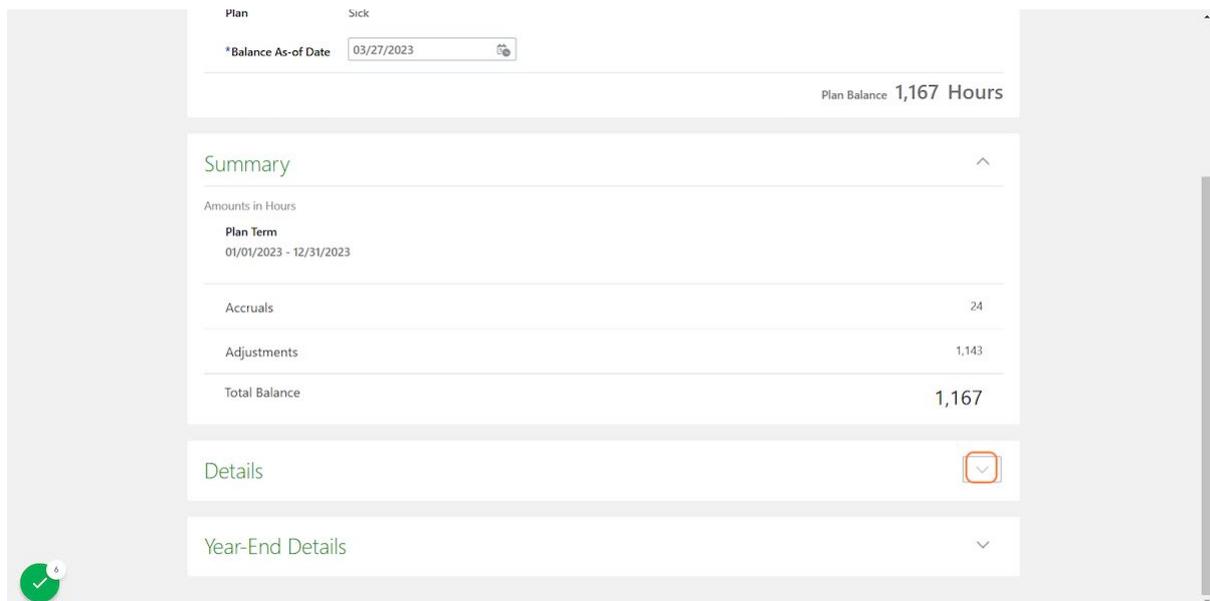
STEP 3

Click on the specific leave that you wish to view.



STEP 4

In the Details section, click the “Expand” icon towards the right to view the details.



STEP 5

You can view the details of the leave.

The screenshot shows a web interface with a 'Total Balance' of 1,167. Below this is a 'Details' section with a dropdown menu set to 'All'. A table lists periodic accruals for various dates in 2023, each with a value of 4. At the bottom of the table is a link for 'Load More Items 1-5 of 7 Items'. Below the table is a 'Year-End Details' section with a dropdown arrow.

Date	Amount
03/23/2023 Periodic accrual	4
03/08/2023 Periodic accrual	4
02/23/2023 Periodic accrual	4
02/08/2023 Periodic accrual	4
01/23/2023 Periodic accrual	4

STEP 6

Click on the “Home” icon to return to the main screen.

The screenshot shows a web interface for 'Plan Balance' with a total of 1,167 Hours. A 'Summary' section contains a table with 'Accruals' of 24 and 'Adjustments' of 1,143. The interface includes a header with the Yamhill County logo and navigation icons.

Category	Amount
Accruals	24
Adjustments	1,143



STEP 7

End of the procedure.

