










AM002.01: Viewing an Employee's Leave Entitlements

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Administration menu. 
4.	Click the Job Information menu. 
5.	Click the Job Data menu. 
6.	Populate the Last Name field. <input data-bbox="365 1451 651 1486" type="text"/>
7.	Then, click the Search button. 
8.	Click the Payroll tab. 



Step	Action
9.	Review the Absence Management System information, focusing on the Eligibility Group field. NOTE: If the Absence Management System section is not visible, the employee is not eligible for paid leave or has not been systematically enrolled.
10.	You have successfully completed the Viewing an Employee's Leave Entitlements topic. End of Procedure.