


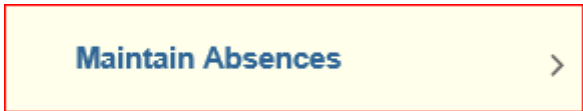







### AM006.05: Viewing Absence Balances Using the Navigator Menu

Step	Action
1.	On the <b>Employee Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button. 
3.	Click the <b>Global Payroll &amp; Absence Mgmt</b> menu. 
4.	Click the <b>Payee Data</b> menu. 
5.	Click the <b>Maintain Absences</b> menu. 
6.	Click the <b>Review Absence Balances</b> menu. 
7.	Search for the employee by populating the <b>Empl ID</b> or <b>Last Name</b> field. 
8.	Click the <b>Search</b> button. 
9.	A summary of the current absence ("element") balances displays for the selected employee.



Step	Action
10.	You have successfully completed the <b>Viewing Absence Balances Using the Navigator Menu</b> topic. <b>End of Procedure.</b>