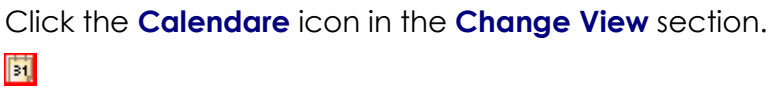
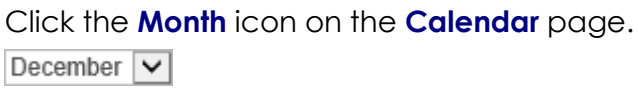
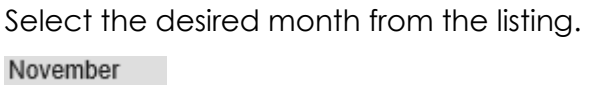
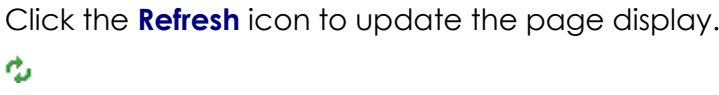

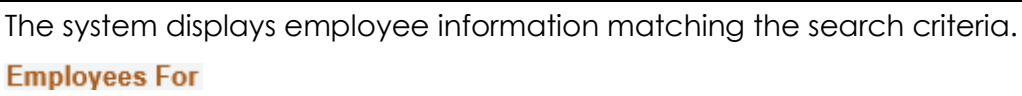











AM015.06: Viewing Absence Information After Calculate Absence Runs

Step	Action
1.	On the Manager Self Service page, click the Team Time file. 
2.	On the Time page, click the Report Time link. 
3.	Click the Calendare icon in the Change View section. 
4.	Click the Month icon on the Calendar page. 
5.	Select the desired month from the listing. 
6.	Select a day of the month. 
7.	Click the Refresh icon to update the page display. 
8.	Populate the Last Name field.
9.	Then, click the Get Employees button. 
10.	The system displays employee information matching the search criteria. 
11.	Click the link displayed in the Last Name column, to transfer to the employee timesheet. 



Step	Action
12.	Then, click the Absence tab. 
13.	The Absence Events section displays a listing of leave requests occurring in the timesheet reporting period. NOTE: Available leave balances are also displayed on this tab in the Absence Entitlement Balances section. 
14.	To review more details related to a specific absence request, click the Details link. 
15.	The Request Details page provides request details, leave balances and workflow routing history. Click the Return link to close the page. 
16.	To view more details related to workflow routing, click the Approval Monitor link. 
17.	The Approval Monitor page displays the workflow role members and approval status. NOTE: To view a list of approvers within a role, click the Multiple Approvers link.
18.	Click the Return to Timesheet link to close the page. 
19.	You have successfully completed the Viewing Absence Information After Calculate Absence Runs topic. End of Procedure.