AM015.06: Viewing Absence Information After Calculate Absence Runs

Step	Action
1.	On the **Manager Self Service** page, click the **Team Time** tile. Team Time  32 Exceptions
2.	On the **Time** page, click the **Report Time** link. Report Time
3.	Click the **Calendare** icon in the **Change View** section. 31
4.	Click the **Month** icon on the **Calendar** page. December
5.	Select the desired month from the listing. November
6.	Select a day of the month. 14
7.	Click the **Refresh** icon to update the page display.
8.	Populate the **Last Name** field.
9.	Then, click the **Get Employees** button. Get Employees
10.	The system displays employee information matching the search criteria. Employees For
11.	Click the link displayed in the **Last Name** column, to transfer to the employee timesheet. Lende

Step	Action
12.	Then, click the **Absence** tab. Absence
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. **Absence Events**
14.	To review more details related to a specific absence request, click the **Details** link. Details
15.	The **Request Details** page provides request details, leave balances and workflow routing history. Click the **Return** link to close the page. Return
16.	To view more details related to workflow routing, click the **Approval Monitor** link. Approval Monitor
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. Return to Timesheet
19.	You have successfully completed the **Viewing Absence Information After Calculate Absence Runs** topic. **End of Procedure.**