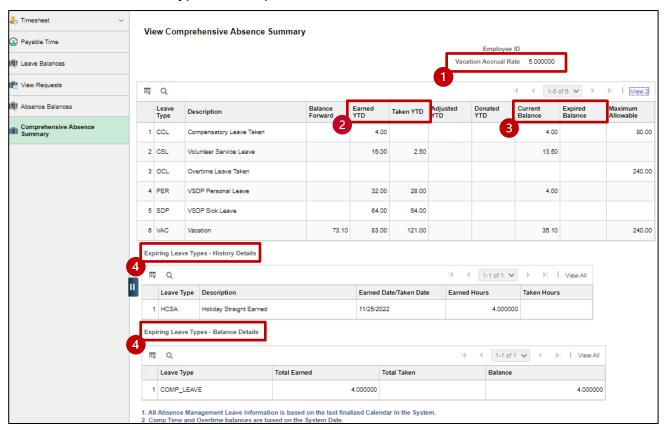


## Absence and Leave Balances for ESS TA Users

## **Comprehensive Absence Summary Page**

The Comprehensive Absence Summary page provides a consolidated overview of all leave balances and accruals. It includes:

- 1. Current vacation accrual rate
- 2. Leave year-to-date hours (earned and taken)
- 3. Current balances as of the last closed leave period
- 4. Details on leave types that expire

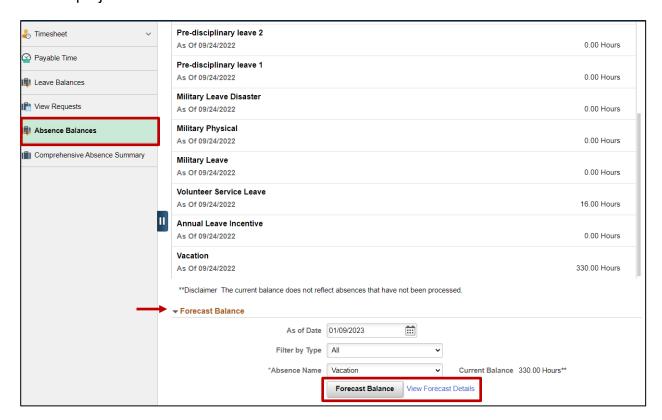


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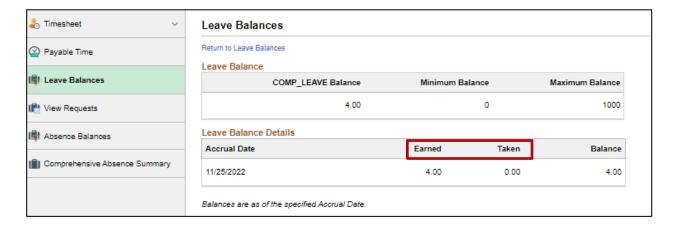
## **Forecasting Balances**

The **Forecast Balance** button, located on the bottom of the **Absence Balances** page, can be used to project a future absence balance.



## **Leave Balances**

The Leave Balances page provides Compensatory Leave and Overtime Leave balances, earned and taken as of the current week.



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