



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

- Timesheet
- Payable Time
- Leave Balances
- View Requests
- Absence Balances
- Comprehensive Absence Summary

View Comprehensive Absence Summary

Employee ID
Vacation Accrual Rate 5.000000

Leave Type	Description	Balance Forward	Earned YTD	Taken YTD	Adjusted YTD	Donated YTD	Current Balance	Expired Balance	Maximum Allowable
1	OCL Compensatory Leave Taken		4.00				4.00		80.00
2	CSL Volunteer Service Leave		16.00	2.50			13.50		
3	OCL Overtime Leave Taken								240.00
4	PER VSDP Personal Leave		32.00	28.00			4.00		
5	SDP VSDP Sick Leave		64.00	64.00					
6	VAC Vacation	73.10	83.00	121.00			35.10		240.00

Expiring Leave Types - History Details

Leave Type	Description	Earned Date/Taken Date	Earned Hours	Taken Hours
1	HCSA Holiday Straight Earned	11/25/2022	4.000000	

Expiring Leave Types - Balance Details

Leave Type	Total Earned	Total Taken	Balance
1	COMP_LEAVE	4.000000	4.000000

1. All Absence Management Leave Information is based on the last finalized Calendar in the System.
 2. Comp Time and Overtime balances are based on the System Date.



Forecasting Balances

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

The screenshot shows the 'Absence Balances' page with a sidebar on the left containing navigation options: Timesheet, Payable Time, Leave Balances, View Requests, Absence Balances (highlighted in green), and Comprehensive Absence Summary. The main content area lists various absence types with their current balances as of 09/24/2022:

Pre-disciplinary leave 2	As Of 09/24/2022	0.00 Hours
Pre-disciplinary leave 1	As Of 09/24/2022	0.00 Hours
Military Leave Disaster	As Of 09/24/2022	0.00 Hours
Military Physical	As Of 09/24/2022	0.00 Hours
Military Leave	As Of 09/24/2022	0.00 Hours
Volunteer Service Leave	As Of 09/24/2022	16.00 Hours
Annual Leave Incentive	As Of 09/24/2022	0.00 Hours
Vacation	As Of 09/24/2022	330.00 Hours

Below the list is a disclaimer: ****Disclaimer** The current balance does not reflect absences that have not been processed.

The **Forecast Balance** section is expanded, showing:

- As of Date: 01/09/2023
- Filter by Type: All
- *Absence Name: Vacation
- Current Balance: 330.00 Hours**

At the bottom of the Forecast Balance section, there are two buttons: **Forecast Balance** and [View Forecast Details](#). Both buttons are highlighted with a red box.

Leave Balances

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

The screenshot shows the 'Leave Balances' page with a sidebar on the left containing navigation options: Timesheet, Payable Time, Leave Balances (highlighted in green), View Requests, Absence Balances, and Comprehensive Absence Summary. The main content area displays the following information:

[Return to Leave Balances](#)

Leave Balance

COMP_LEAVE Balance	Minimum Balance	Maximum Balance
4.00	0	1000

Leave Balance Details

Accrual Date	Earned	Taken	Balance
11/25/2022	4.00	0.00	4.00

Balances are as of the specified Accrual Date.