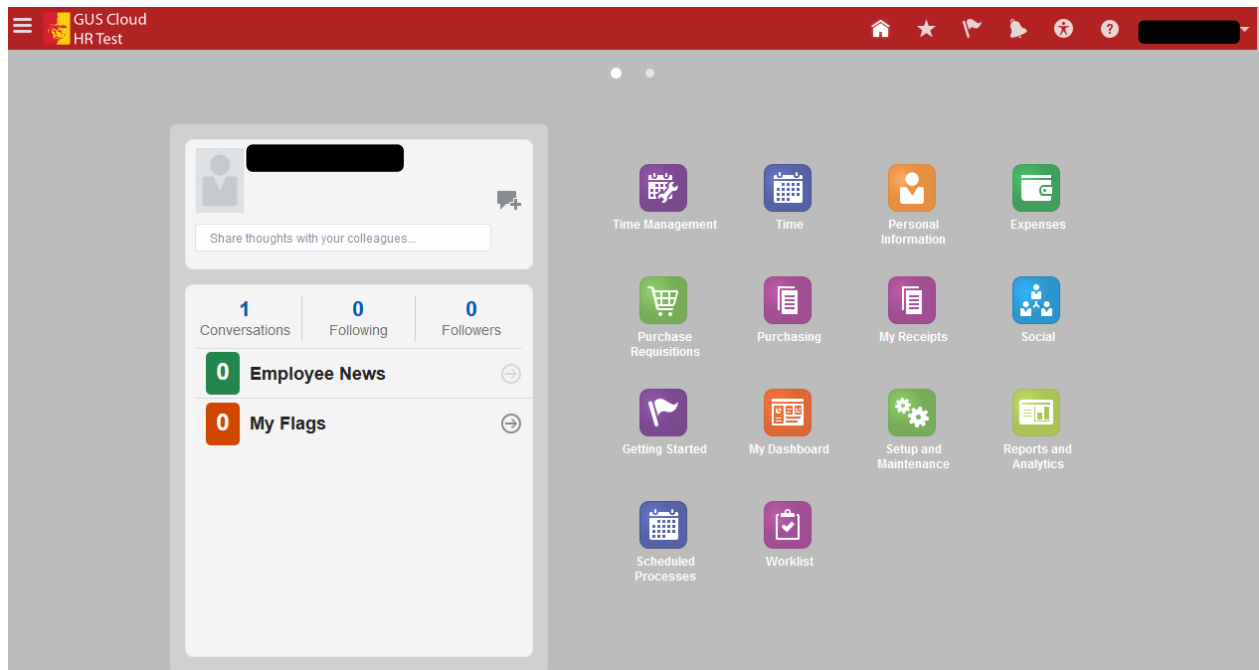




Job Aid

View Absence Balances



This Job Aid walks through the process of viewing absence balances in GUS HR. This job aid can be used by hourly and salary employees with benefits.



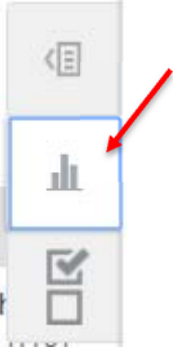
Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Click the Time icon. 

Job Aid

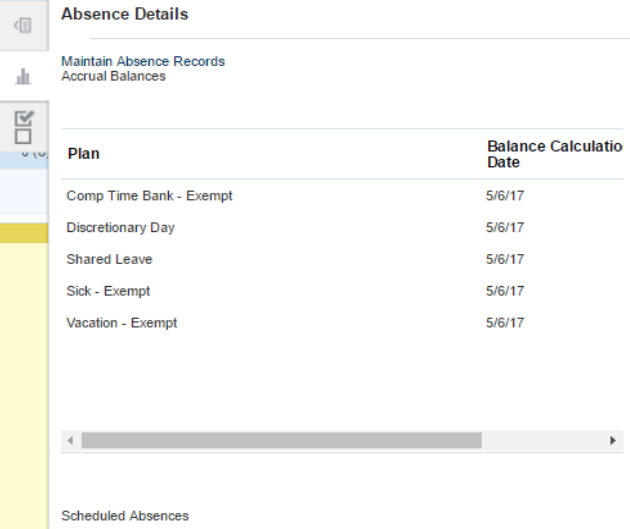
View Absence Balances



3. Click on **Absence Details** on the right side of the timecard.

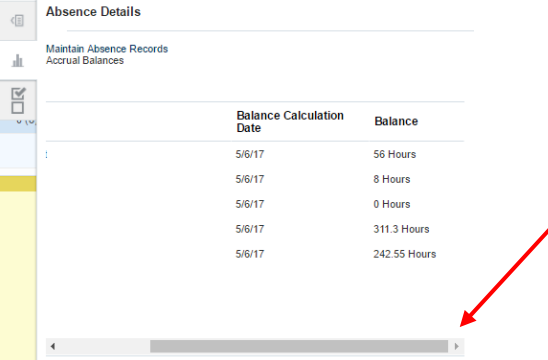


4. Here you can see the Absence Plans.



Plan	Balance Calculation Date
Comp Time Bank - Exempt	5/6/17
Discretionary Day	5/6/17
Shared Leave	5/6/17
Sick - Exempt	5/6/17
Vacation - Exempt	5/6/17

5. Scroll to the right to see the Balances.



	Balance Calculation Date	Balance
	5/6/17	56 Hours
	5/6/17	8 Hours
	5/6/17	0 Hours
	5/6/17	311.3 Hours
	5/6/17	242.55 Hours

Job Aid

View Absence Balances









Step	Action												
6.	<p>To see more details click on Maintain Absence Records.</p> <p>Absence Details</p> <p>Maintain Absence Records Accrual Balances</p>												
7.	<p>Click on the plan name.</p> <p>▲ Accrual Balances</p> <table border="1"><thead><tr><th>Plan</th><th>Balance Calculation Date</th></tr></thead><tbody><tr><td>Comp Time Bank - Non - Exempt</td><td>3/25/17</td></tr><tr><td>Discretionary Day</td><td>3/25/17</td></tr><tr><td>Shared Leave</td><td>3/25/17</td></tr><tr><td>Sick - Non - Exempt</td><td>3/25/17</td></tr><tr><td>Vacation - Non - Exempt</td><td>3/25/17</td></tr></tbody></table>	Plan	Balance Calculation Date	Comp Time Bank - Non - Exempt	3/25/17	Discretionary Day	3/25/17	Shared Leave	3/25/17	Sick - Non - Exempt	3/25/17	Vacation - Non - Exempt	3/25/17
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Job Aid

View Absence Balances







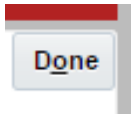


8.	<p>The summary is displayed.</p> <p>Accrual Plan Balance : Vacation - Non - Exempt</p> <p>Balance Calculation Date <input type="text" value="3/25/17"/>  </p> <p>Plan Period Start Date 7/1/16</p> <p>Balance 265.44 Hours</p> <p>Summary Details</p> <p>View   Detach</p> <table border="1"><thead><tr><th>Description</th><th>Hours</th></tr></thead><tbody><tr><td>Periodic accruals</td><td>305.44</td></tr><tr><td>Absences</td><td>-40</td></tr></tbody></table> <p>OK</p>	Description	Hours	Periodic accruals	305.44	Absences	-40
Description	Hours						
Periodic accruals	305.44						
Absences	-40						
9.	<p>Click on the Details tab.</p> <p>Accrual Plan Balance : Vacation - Non - Exempt</p> <p>Balance Calculation Date <input type="text" value="3/25/17"/>  </p> <p>Plan Period Start Date 7/1/16</p> <p>Balance 265.44 Hours</p> <p>Summary Details</p>						

Job Aid

View Absence Balances



10.	<p>The Details tab will show the leave usage and earnings by date and amount.</p> <p>Accrual Plan Balance : Vacation - Non - Exempt</p> <p>Balance Calculation Date <input type="text" value="3/25/17"/>  </p> <p>Plan Period Start Date 7/1/16</p> <p>Balance 265.44 Hours</p> <p>Summary Details</p> <p>View   Detach</p> <table border="1"><thead><tr><th>Date</th><th>Type</th><th>Reason</th><th>Value</th><th>Projected</th></tr></thead><tbody><tr><td>3/25/17</td><td>Periodic accruals</td><td></td><td>6.77</td><td></td></tr><tr><td>3/24/17</td><td>Absences</td><td></td><td>-8</td><td></td></tr><tr><td>3/23/17</td><td>Absences</td><td></td><td>-8</td><td></td></tr><tr><td>3/22/17</td><td>Absences</td><td></td><td>-8</td><td></td></tr><tr><td>3/21/17</td><td>Absences</td><td></td><td>-8</td><td></td></tr></tbody></table> <p></p>	Date	Type	Reason	Value	Projected	3/25/17	Periodic accruals		6.77		3/24/17	Absences		-8		3/23/17	Absences		-8		3/22/17	Absences		-8		3/21/17	Absences		-8	
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3/21/17	Absences		-8																												
11.	<p>When you are done reviewing the details click OK.</p> <p></p>																														
12.	<p>Click Done.</p> <p></p>																														