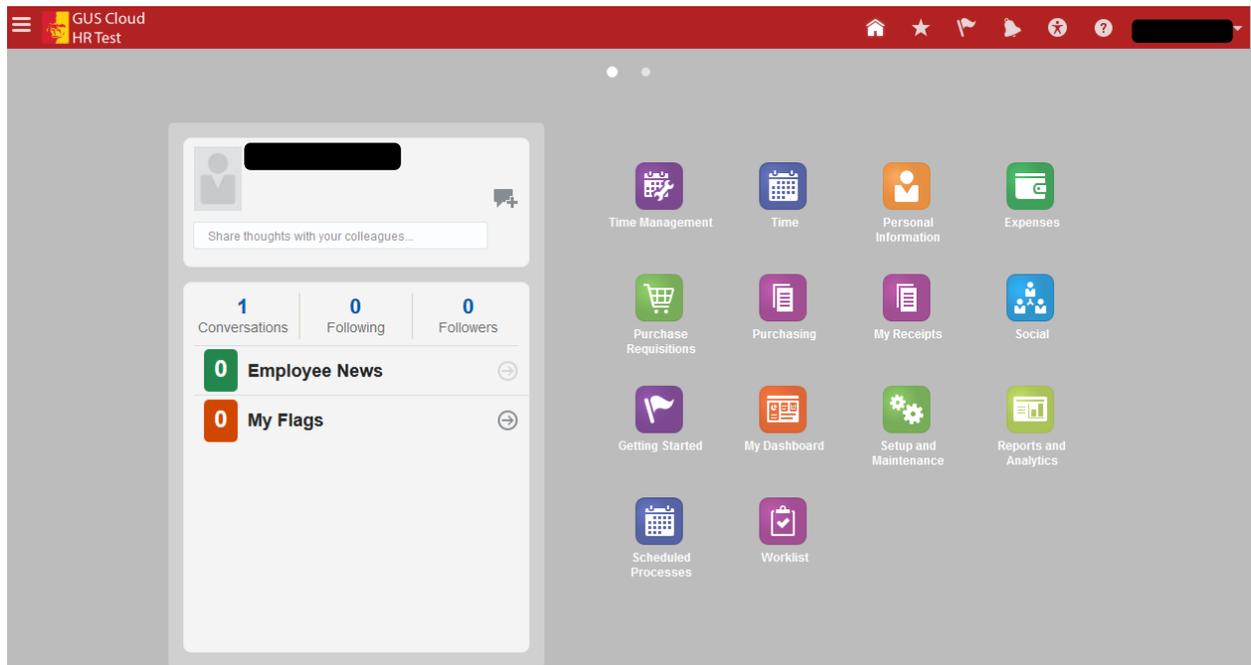


# Job Aid

## View Absence Balances of Employees



This Job Aid walks through the process of viewing absence balances of employees in GUS HR. This job aid can be used by Line Managers.

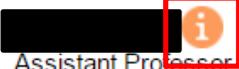
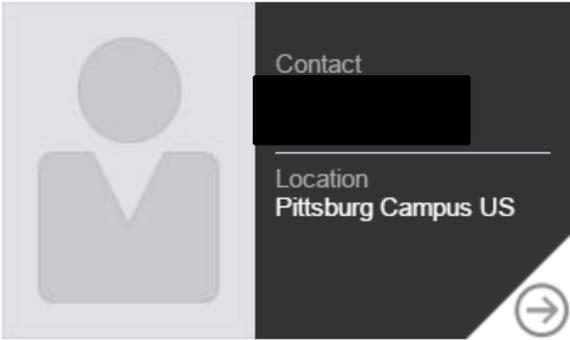


Step	Action
1.	Click the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud Springboard</b> . 
2.	Click the <b>Navigator</b> icon on the top left of the home page. 

# Job Aid

## View Absence Balances of Employees

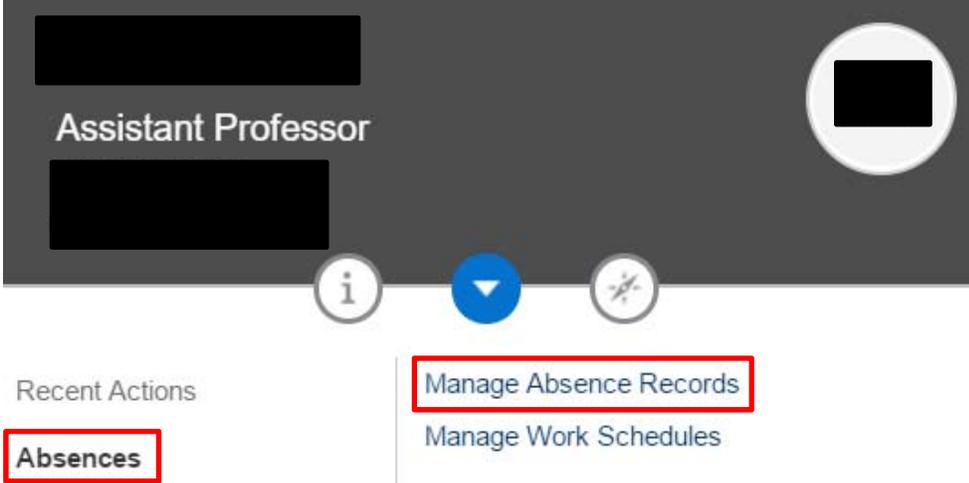
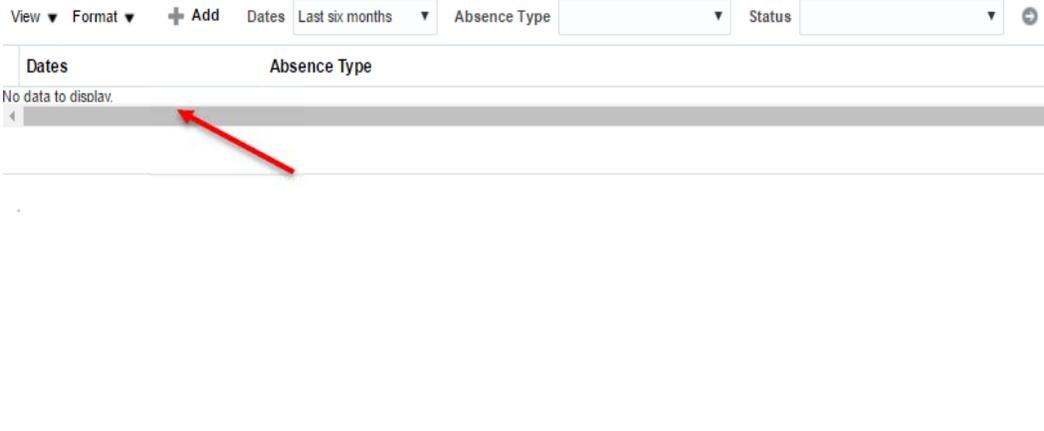


3.	<p>Click on <b>My Team</b>.</p> <p><b>Navigator</b></p> <p><b>General Accounting</b></p> <ul style="list-style-type: none"><li>General Accounting Dashboard</li><li>Journals</li><li>Period Close</li></ul> <p><b>Financial Reporting Center</b></p> <p><b>My Workforce</b></p> <ul style="list-style-type: none"><li>New Person</li></ul> <p><b>Payroll</b></p> <ul style="list-style-type: none"><li>Accounting Distribution</li></ul> <p><b>My Team</b></p> <ul style="list-style-type: none"><li><b>My Team</b> (indicated by a red arrow)</li><li>Workforce Compensation</li></ul> <p><b>About Me</b></p> <ul style="list-style-type: none"><li>Personal Information</li><li>My Portrait</li><li>Time</li><li>Expenses</li><li>My Account</li></ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"><li>Purchase Requisitions</li><li>Purchasing</li><li>My Receipts</li></ul> <p><b>Directory</b></p> <ul style="list-style-type: none"><li>Person Gallery</li><li>Directory</li></ul> <p><b>Social</b></p> <ul style="list-style-type: none"><li>Getting Started</li></ul> <p><b>My Dashboard</b></p> <ul style="list-style-type: none"><li>Setup and Maintenance</li></ul> <p><b>Tools</b></p> <ul style="list-style-type: none"><li>Spaces</li><li>Reports and Analytics</li><li>Scheduled Processes</li><li>File Import and Export</li><li>Download Desktop Integration ...</li></ul>
4.	<p>Hover over the employees name and click on the orange circle with an i in it that pops up next to the name.</p> <p></p> <p>Assistant Professor</p> <p></p> <p>Contact</p> <p></p> <p>Location Pittsburg Campus US</p> <p></p>

# Job Aid

## View Absence Balances of Employees



Step	Action
5.	<p>Click on <b>Absences</b> and then click on <b>Manage Absence Records</b>.</p>  <p>The screenshot shows a user profile for an Assistant Professor. Below the profile, there are two main sections: 'Recent Actions' and a list of actions. In the 'Recent Actions' section, the 'Absences' link is highlighted with a red box. In the list of actions, the 'Manage Absence Records' link is highlighted with a red box.</p>
6.	<p><b>Previous absences</b> will be listed to view.</p>  <p>The screenshot shows a table of absence records. The table has two columns: 'Dates' and 'Absence Type'. The table is empty, and a red arrow points to the 'No data to display' message.</p>

# Job Aid

## View Absence Balances of Employees



<p>7.</p>	<p>Accrual balance information is also listed to view for that employee.</p> <p>View ▾ Format ▾ + Add Dates Last six months ▾ Absence Type ▾ Status ▾ ↻</p> <p>Dates Absence Type</p> <p>No data to display.</p> <div style="border: 2px solid red; padding: 5px;"> <p>▲ Accrual Balances</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Balance Calculation Date</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Comp Time Bank - Non - Exempt</td> <td>9/24/16</td> <td>24 Hours</td> </tr> <tr> <td>Discretionary Day</td> <td>9/24/16</td> <td>8 Hours</td> </tr> <tr> <td>Shared Leave</td> <td>9/24/16</td> <td>0 Hours</td> </tr> <tr> <td>Sick - Non - Exempt</td> <td>9/24/16</td> <td>163.8 Hours</td> </tr> <tr> <td>Vacation - Non - Exempt</td> <td>9/24/16</td> <td>37.9 Hours</td> </tr> </tbody> </table> </div>	Plan	Balance Calculation Date	Balance	Comp Time Bank - Non - Exempt	9/24/16	24 Hours	Discretionary Day	9/24/16	8 Hours	Shared Leave	9/24/16	0 Hours	Sick - Non - Exempt	9/24/16	163.8 Hours	Vacation - Non - Exempt	9/24/16	37.9 Hours
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<p>8.</p>	<p>Click to see the details of the accrual balance plan for that <b>leave type (sick, vacation, etc.)</b></p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Sick - Non - Exempt</p> </div> <p style="margin-left: 200px;">9/24/16</p> <p style="margin-left: 200px;">163.8 Hours</p>																		
<p>9.</p>	<p>Click <b>Details</b> to view that employees leave details for that leave type.</p> <p><b>Accrual Plan Balance : Sick - Non - Exempt</b></p> <p>Balance Calculation Date 9/24/16 📅 ↻</p> <p>Plan Period Start Date 7/1/16</p> <p>Balance 163.8 Hours</p> <p>Summary <span style="border: 2px solid red; padding: 2px 5px;">Details</span></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>9/11/16</td> <td>Initialized balance</td> <td></td> <td>163.8</td> <td></td> </tr> </tbody> </table>	Date	Type	Reason	Value	Projected	9/11/16	Initialized balance		163.8									
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