

MANAGER BALANCE INQUIRY QUICK PROCESS GUIDE

STEP 1: Access Manager Balance Inquiry:


- From Home page, click on **Manager Balance Inquiry** under Manager Self Service section

OR

- From Menu, navigate to: Main Menu->Manager Self Service->Time Management ->Manager Balance Inquiry

Manager Self Service

 **Approve Reported Absences**
Review employees time and absences and for accuracy and flag as approved or needs correction.

 **Manager Balance Inquiry**
Manager Absence Balance Inquiry

Main Menu > Manager Self Service > Time Management > Manager Balance Inquiry

STEP 2: Review Balances for Employees:

- At the Manager Balance Inquiry page, click on

- A list of Last Finalized Balances for Employees will display

- Click on appropriate tab to review Absence Balances, Compensatory Time, State Services for Absence

Manager Balance Inquiry

Search Criteria



Department: Name:
 EmplID: Empl Rcd#:
 Pay Group:
 Union Code:
 Payroll Status: Active
 HR Status: Active

Last Finalized Balances for Employees Administered by Jane Doe Personalize | Find | View All | First 1-7 of 7 Last

Absence Balances | Compensatory Time | State Service for Absence

	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1		Active		0		M80	2017-07	08/02/2017	244.000	69.000	0	
2		Active		0		M80	2017-07	08/02/2017	347.000	353.680	1	
3		Active		0		M80	2017-07	08/02/2017	828.000	457.090	1	
4		Active		0		M80	2017-07	08/02/2017	3323.000	536.000	0	
5		Active		0		M80	2017-07	08/02/2017	712.000	480.000	1	
6		Active		0		M80	2017-07	08/02/2017	512.000	440.000	1	
7		Active		0		M80	2017-07	08/02/2017	712.000	280.000	1	

STEP 3: Review Direct Reports Balance Details:

- Click on  to review direct report balances
- Click on  to review Absence Balance details: Sick, Vacation, Personal Holiday
- Click on to return to previous page

Last Finalized Balances for Employees Administered by Jane Doe Personalize | Find | View All | First 1 of 1 Last

Absence Balances | Compensatory Time | State Service for Absence

Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	Active		0	3062	R09	2017-07	08/02/2017	1184.000	462.852	0	

Graduated Vacation Chart

▼ Absence Balances Personalize | View All | First 1-13 of 45 Last

Period ID	Balances as of Date	Previous Sick Balance	Sick Earned	Sick Taken	Sick Adjusted	Catastrophic Sick Donated	Sick Balance
1 2017-08	CURRENT - Not Finalized	244.000	0.000	9.000	0.000	0.000	235.000
2 2017-07	08/02/2017	236.000	8.000	0.000	0.000	0.000	244.000