

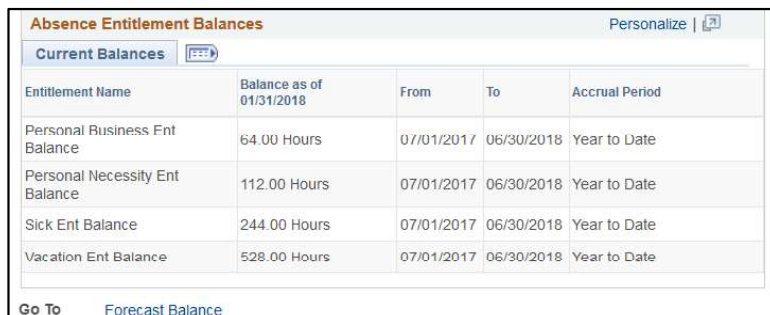
## View Current Balances and Forecast

To view current balances and forecast, use the Absence Balances screen. For the Current Balance, PeopleSoft always looks at the finalized absence period. After payroll runs each month, you will see the balances from the previous finalized absence period.

1. On the Home page, under Quick Links, Time Reporting, click **Absence Balances**. The Absence Balances screen will appear.



2. This screen shows your current balances. The current balances do not reflect absence requests not processed by payroll. NOTE: When your district first starts using PeopleSoft and the first payroll has not yet run, no current balances exist; the screen will say “There are no current balances to display” and you will have 0.00 hours. You must forecast in Step 3 to see your balances.

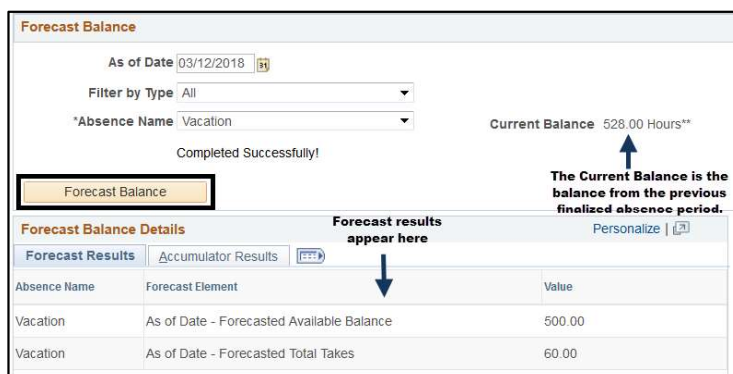


The screenshot shows the 'Absence Entitlement Balances' screen. It features a 'Current Balances' tab and a table with the following data:

Entitlement Name	Balance as of 01/31/2018	From	To	Accrual Period
Personal Business Ent Balance	64.00 Hours	07/01/2017	06/30/2018	Year to Date
Personal Necessity Ent Balance	112.00 Hours	07/01/2017	06/30/2018	Year to Date
Sick Ent Balance	244.00 Hours	07/01/2017	06/30/2018	Year to Date
Vacation Ent Balance	528.00 Hours	07/01/2017	06/30/2018	Year to Date

At the bottom of the screen, there is a 'Go To' section with a link for 'Forecast Balance'.

3. You can forecast balances to see if you have enough sick leave, vacation, and so on, as of a certain date. To do this, click the **Forecast Balance** link (found at the bottom of the screen). This will take you to a different screen.
4. Enter the **As of Date** and **Absence Name**. Click **Forecast Balance**. Review the forecasted balance details.



The screenshot shows the 'Forecast Balance' screen. It includes the following elements:

- 'As of Date' field set to 03/12/2018.
- 'Filter by Type' dropdown set to 'All'.
- 'Absence Name' dropdown set to 'Vacation'.
- 'Current Balance 528.00 Hours\*\*' displayed on the right.
- A 'Forecast Balance' button highlighted with a box.
- A message: 'Completed Successfully!'.
- A note: 'The Current Balance is the balance from the previous finalized absence period.' with an arrow pointing to the current balance.
- 'Forecast Balance Details' section with a 'Forecast Results' tab.
- A table showing forecast results:

Absence Name	Forecast Element	Value
Vacation	As of Date - Forecasted Available Balance	500.00
Vacation	As of Date - Forecasted Total Takes	60.00