Absence Calendar and Balances

The Absence Calendar and Balances tip sheet is for Managers.

View Absence Calendar

1.   Beginning on the Workday home page, locate Your Top Apps. Select **View All Apps > Absence**.

> **NOTE:** To add an app, select **Add Apps,** search for the app by typing its name, and select the plus sign.

2.   Under the View section, select **My Absence**. A report of your absence requests displays.

3.   Choose the Absence Balances as of Current Date tab to review your absence balances as of today's date. Workday tracks balances in either days or hours depending on the type of absence plan.

View Absence Balance as of a Specific Date

To view a forecasted balance, from the Absence application follow the steps below:

1.   Under the **View** section, select **Absence Balance**.

2.   In the **As Of field**, select a future date to see your forecasted balance and select **OK**.

3.   Values displayed are based on the Balance As Of Date entered.