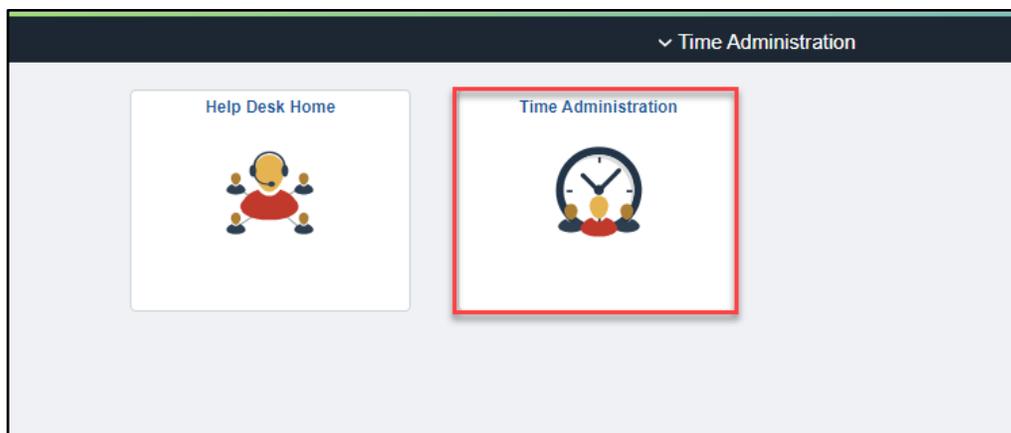


View Absence Balances (Time Administrator and TimeKeeper)

Follow this job aid to learn how to view an employee's historical absence balances.

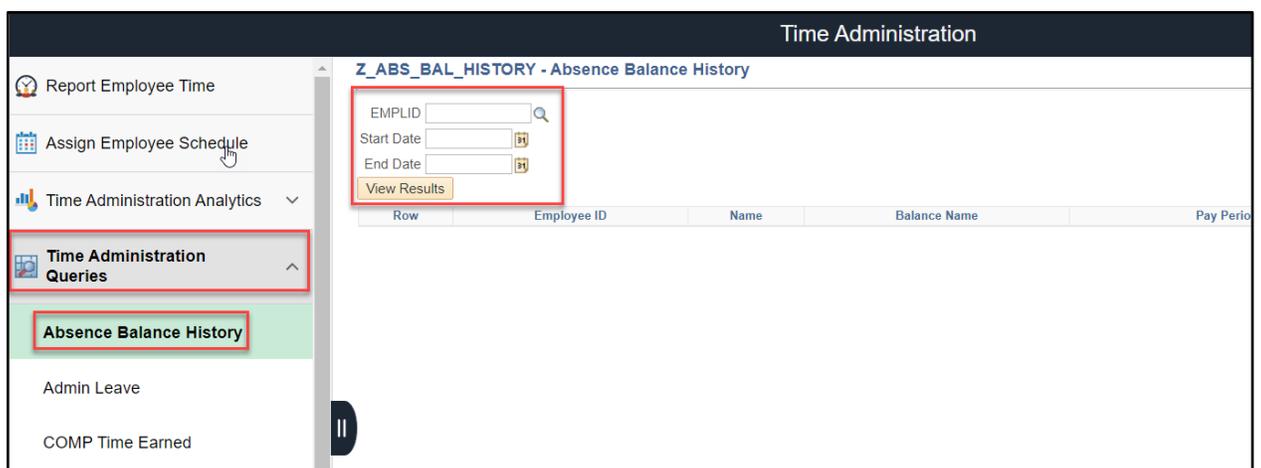
View Absence Balances

1. From the *Time Administration* homepage, select the **Time Administration** tile.



2. Select **Time Administration Queries** from the Time Administration page. Select **Absence Balance History**. Select the EMPID of the employee you want to view.

Select the calendar icon  to choose the Start Date and End Date or type the Start and End Dates into the corresponding fields. Select View Results.





Time Administration

Z_ABS_BAL_HISTORY - Absence Balance History

EMPLID

Start Date: 02/01/2021

End Date: 03/25/2021

[View Results](#)

Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)

View All First 1-9 of 9 Last

Row	Employee ID	Name	Balance Name	Pay Period End Date	Balance
1			Sick Leave Balance	03/13/2021	462.5
2			Annual Leave Balance	03/13/2021	281.0
3			Use or Lose	03/13/2021	209.0
4			Use or Lose	02/27/2021	209.0
5			Annual Leave Balance	02/27/2021	273.0
6			Sick Leave Balance	02/27/2021	458.5
7			Use or Lose	02/13/2021	209.0
8			Annual Leave Balance	02/13/2021	265.0
9			Sick Leave Balance	02/13/2021	454.5

Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)