

Step	Action
3.	The Balances page is displayed with the following leave balances as of the specified date:
	- Deferred Holiday Balance
	- Comp Time Balance
	- Unsched Hol Balance
	- Vacation Balance el [LEIn-
4.	To view potential future leave, click the Forecast Balance menu.
5.	The Forecast Balance options are displayed.



1 Tana	<u> </u>	Balanca			
	Deferred Holiday Balance				
	As Of 02/06/2021				0.00 Hours
	Comp Time Balance As Of 02/06/2021				0.00 Hours
	Vacation Balance As Of 02/06/2021				94.00 Hours
	Sick Balance As Of 02/06/2021				44.00 Hours
	**DisclaimesThe suspent halance.s	loes not reflect absences.t	hat have not been processed		
		✓ Forecast B	alance		
			As of Date	03/01/2021	i
			Filter by Tupa	Vacation	maning optime variance
		*Absence Name	Select Absence Name		

Step	Action		
9.	Select the appropriate option from the displayed list.		
	Vacation		

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			Deferred Haliday	· Dal
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	Comp Time Balance Asses: @########			
	Vacation Balance			
	44.5% - \$14.14,14.14			
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		IConversion 8 10b	allamana	
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ilten be=Tupe= Vacation			_	i

Step	Action
10.	The Absence Name is displayed with the Current Balance for the selected Absence Type.
	Click the Forecast Balance button.



Step	Action
11.	The Forecast Details are displayed.

Job Aid