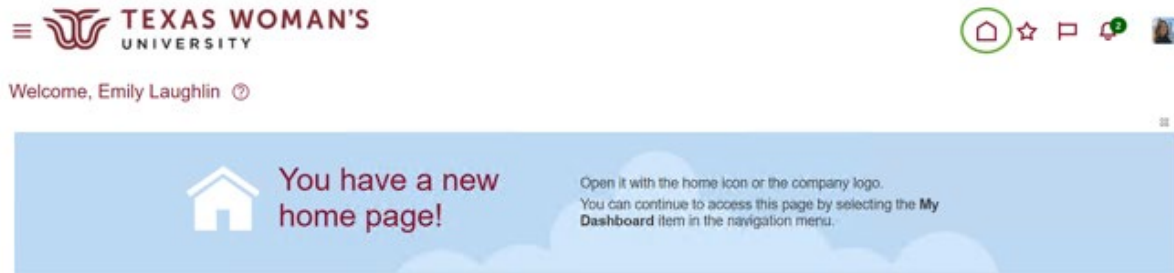


How to View Absence Balances in Oracle Cloud

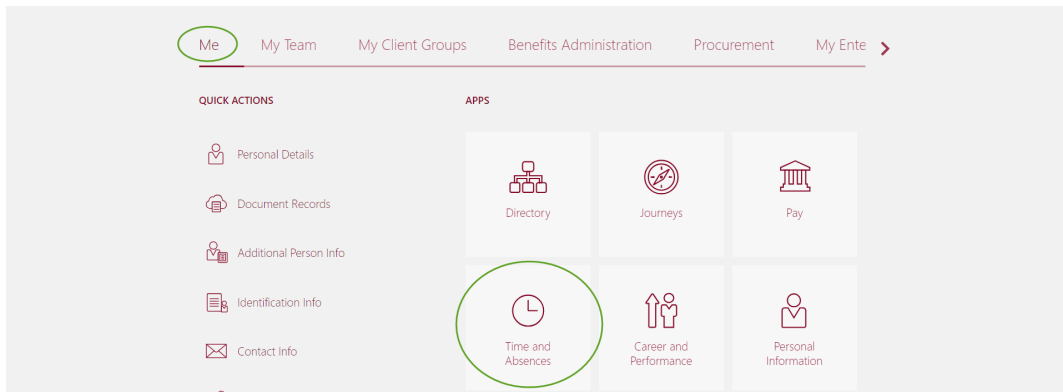
To view absence balances in Oracle Cloud:

1. Login to Oracle Cloud – <https://oraclecloud.twu.edu>
2. Use the company single sign-on to log in.
3. Select the home icon in the top right corner to access the home page.

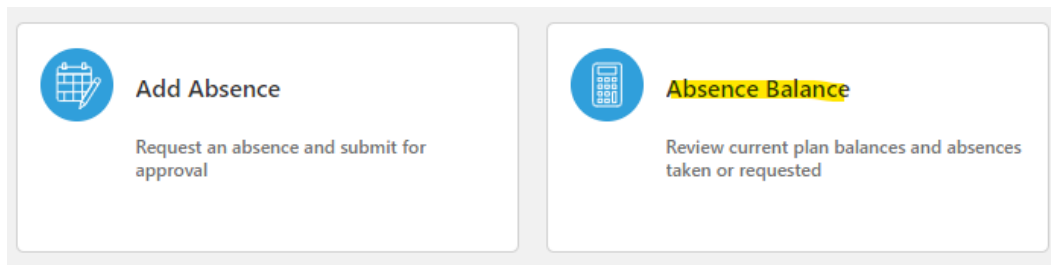


Absence Balance.

On the home page select the tab "Me," then select "Time and Absences" icon.



Choose Add Absence.



Plan Balances. Your current date balances will appear on the page. Click on a balance name to view the summary and details for the balance including accruals and use.

Plan Date. You can change the date to project your balance as of a future date or view as of today's date to view your current balance.

Plan	Vacation
* Balance As-of Date	<div>2/29/24</div>

Balance Details. Click on the down arrow to the right of details to view all of your accruals, carryover and use.

Details

Details

Amounts in Hours

All

2/1/24
Periodic accrual

1/1/24
Periodic accrual

12/1/23
Periodic accrual

11/1/23
Periodic accrual

10/31/23
Initial balance