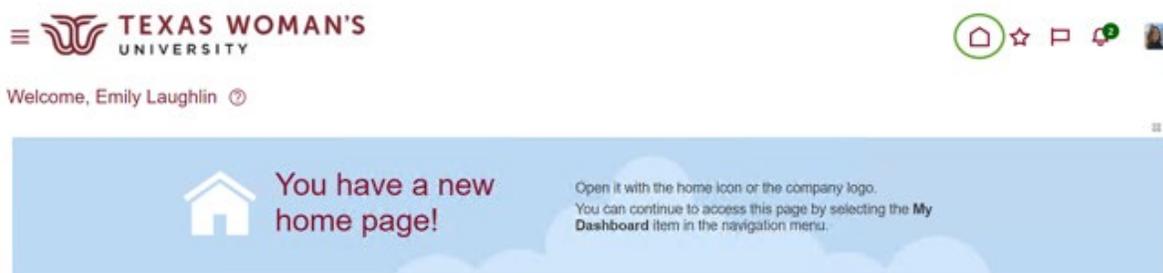


# How to View Absence Balances in Oracle Cloud

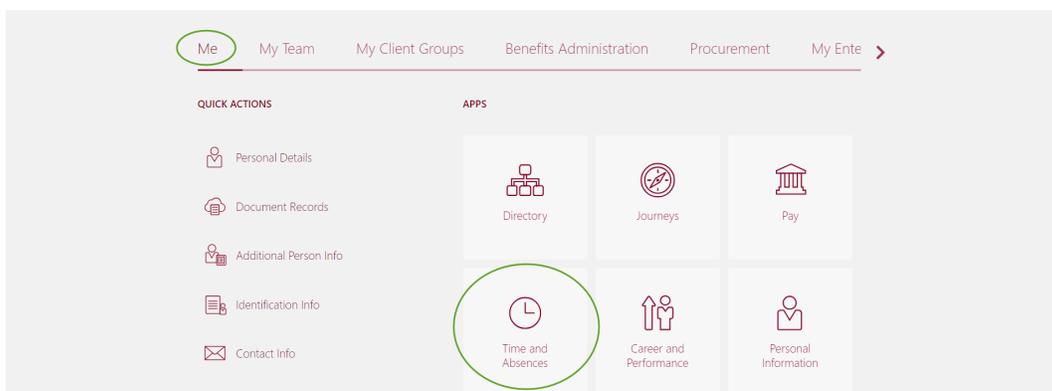
To view absence balances in Oracle Cloud:

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.

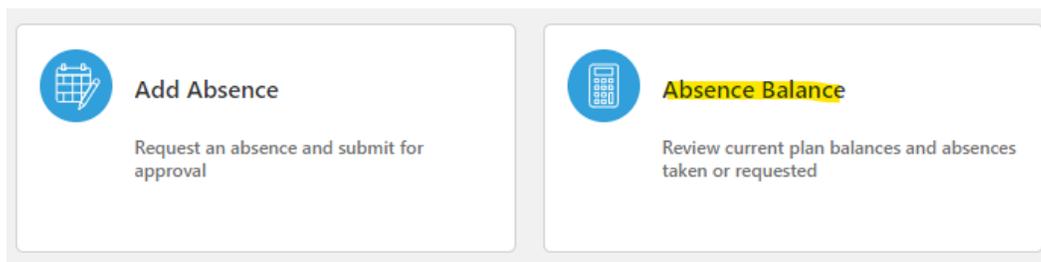


## Absence Balance.

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	<input type="text" value="2/29/24"/> 

**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

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