How to View Absence Balances in Oracle Cloud

To view absence balances in Oracle Cloud:

- 1. Login to Oracle Cloud <u>https://oraclecloud.twu.edu</u>
- 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.

TEXAS WOMAN'S		2
Welcome, Emily Laughlin 💿		11
You have a new home page!	Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu.	

Absence Balance.

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

Me My Team My Cli	ent Groups Benefits Adm	inistration Procu	irement My Enti
QUICK ACTIONS	APPS		
Personal Details	<u></u>		
Document Records	Directory	Journeys	Pay
Additional Person Info			
ldentification Info) îĉ	Å
Contact Info	Time and Absences	Career and Performance	Personal Information
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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	2/29/24	Ĩ

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	