Job Aid: TA07 View an Employee's Absence Balance

Last Update: 04/25/2023

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

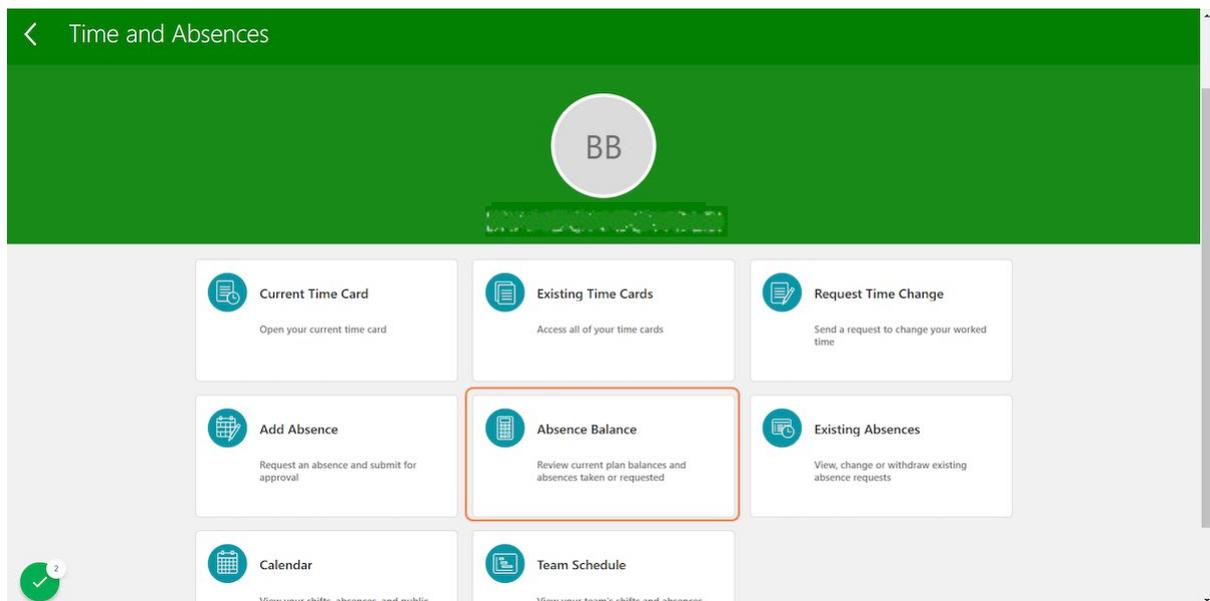| ID	Job Description
01	Employee

STEP 1

Login to Oracle Fusion Cloud. Click on the "Time and Absences" tile under the "Me" tab.
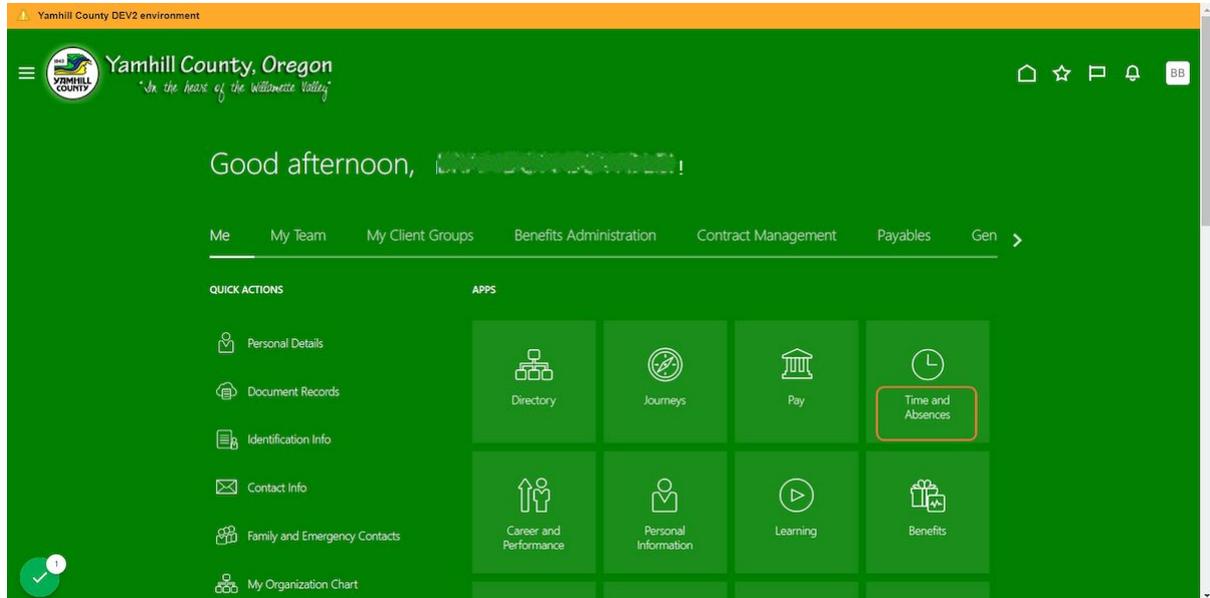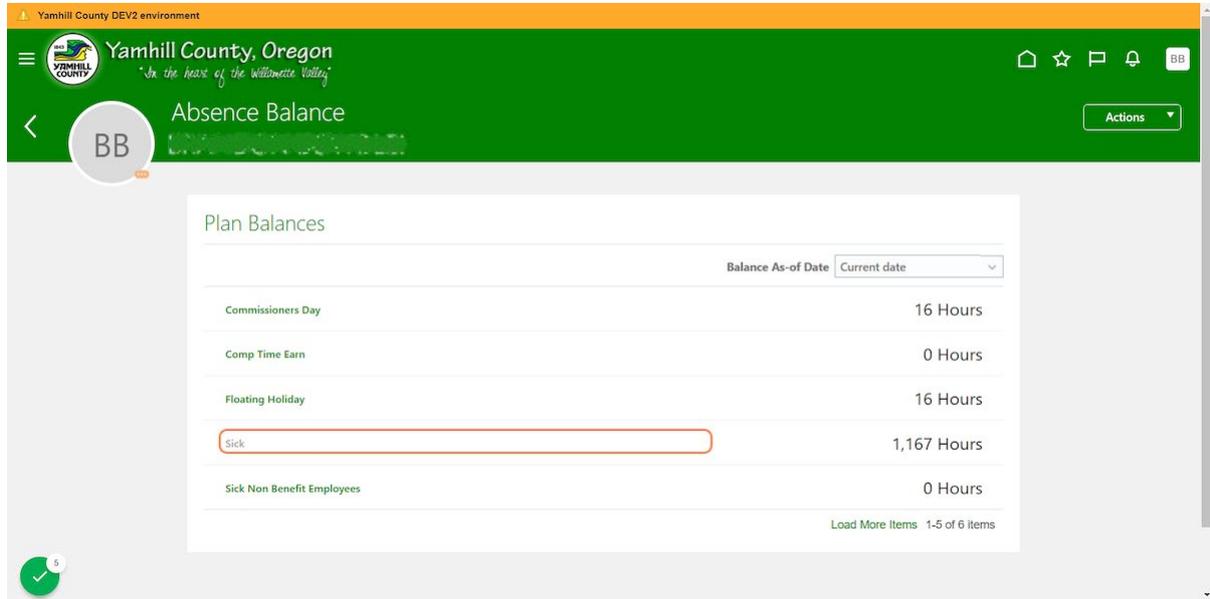

STEP 2

Click on the "Absence Balance" tile.
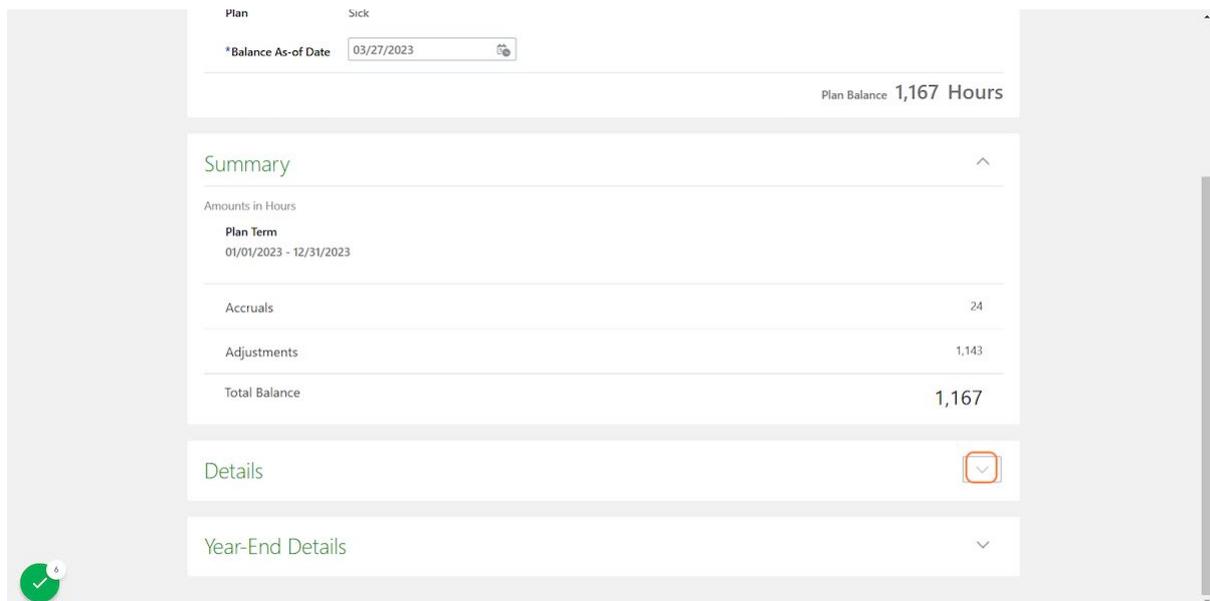
STEP 3

Click on the specific leave that you wish to view.

STEP 4

In the Details section, click the "Expand" icon towards the right to view the details.

STEP 5

You can view the details of the leave.

STEP 6

Click on the "Home" icon to return to the main screen.

STEP 7

End of the procedure.