TLAM Absence Entry – Training Guide

Visit the Human Resources website for more information on HR related policies, processes, and training.

Record Absences in PAC

Employees enter their vacation, sick, personal, and other types of absences through Employee Self Service in PAC. There are differences in entry, accruals, and balances depending upon your employee type and your associated pay period processing. There are two modules for this process - **T**ime & **L**abor, and **A**bsence **M**anagement (TLAM).

Semi-monthly paid employees report time off and submit absence requests through the Absence Management pages only. They do not complete timesheets.

Bi-weekly paid employees submit timesheets for time worked and time off. They can submit absence requests either through the Absence Management pages or through their timesheet.

This training guide provides detailed information on how to submit absences through the ***Absence Management pages***.

Refer to the PAC Timesheet Entry Training Guide for information on timesheet submission (bi-weekly paid employees only).

Overview

Absences can be entered for future time off or retroactively (within certain guidelines, as needed). They can consist of single day, partial day, or multiple day entries. They can also be saved to be submitted later.

There are a variety of page views and edit ability to help you manage your time off requests, including.

- *Cancel Absences* - where a submitted or approved (but not processed) absence can be cancelled.
- *View Requests* page - provides a history of absences and statuses.
- *Absence Balances* page - displays available absence balances processed as of the last absence calculation date.
- *Absence Forecast Tool* - an interactive tool that assists with future time off planning.

Managers and Department Time Administrators (DTAs) can also enter and modify absences on your behalf if needed. You will receive an email notification when anyone approves or modifies your absences.

Table of Contents

Absence Types and Login

Absence Types

The following absence types can be requested.

Vacation	Used for vacation
Personal	Used for personal time off
Sick	Used for illness
NY Safe and Sick	Employees may use safe/sick time for uses as specified in the policy, such as illness or preventative care of oneself or one's family members or if they are victims of a family offense matter, sexual offense, stalking, or human trafficking or if a family member has been a victim of such crimes. Refer to the New York Safe and Sick Leave Policy for more information.
Jury Duty	Used when you must report for jury duty
Bereavement	Used for the death of an eligible family member
Marriage	Used in the event of marriage. *Union 1199 employees only*
Birth/Adoption	Used in the event of the birth/adoption of a child. *Union 1199 employees only*

Important! For information regarding your eligibility, entitlement, rate of accrual, and usage for these types of absences, Officers and Non-Union Support Staff can refer to their benefit information and Union Support Staff can refer to their specific union contract.

Log in to PAC Time and Absence

1. Open your browser and navigate to **my.columbia.edu**.
2. In the Faculty and Staff tab, scroll down and select the People at Columbia PAC icon
3. Enter your **UNI and Password** and click **Login**.
4. Select the Time tile from the home page. The time and absence menu pages appear.

You can log in to PAC Time and Absence on a mobile device also to manage your absences.

View Absence Balances

Viewing Absence Balances

Upon clicking the *Time* tile from your PAC Self Service homepage, the menu displays on the left and the landing view is **Absence Balances**. Paid Time Off is calculated based on your employee type and eligibility and is credited at the end of the pay period in which it is earned. It is then available to be used in the following period. Reference the [TLAM Processing Calendars] for accrual and view dates each pay period.

Important! Balances include your accrued time, and absences taken and approved, *by the pay period deadline*, as displayed in the '**as of date**'.

Items not entered, or approved, or entered after the deadline are not yet accounted for in this view. Future approved time off is also not subtracted until the pay period in which it occurs and is processed.

You are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Your balances update after the processing date for each pay period by subtracting time taken and adding in any time earned.

Note: not all absence types accrue or have balances, for example, bereavement or jury duty.

Additional Key Points

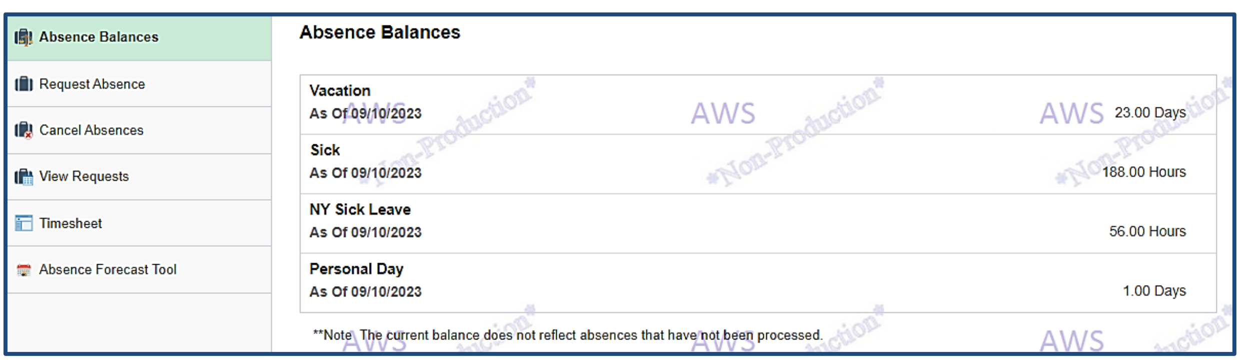
- Personal time taken will be subtracted before time earned is added.
- Balances appear for an absence type where there is an available balance. If no time is available, the item will not be displayed.
- The date displayed is the last date the absence process ran and is the 'as of' date for the balance.
- The amounts shown to the right of each item display the available time at the 'as of' date.

Semi-Monthly Paid Employees Example

(who report Time Off only)

Bi-Weekly Paid Employees Example

(who report Time Worked and Time Off)



Absence Balances for New, Transferred, and Returning from Leave Employees

Absence Earning Proration

For new hires:

When a new employee is hired into a department using TLAM during a month, the *absence entitlements earned will be prorated based on the partial month worked and the employee's eligibility for absence entitlements.* The amount is system calculated based on the total scheduled working days and the total number of active days for the employee for the given month.

This prorated amount is added to the employee's balance when the absence process runs. This prorated amount sometimes results in a percentage amount that cannot be taken as time off. At the end of the fiscal year, any percentages will be *rounded up* to the nearest half hour. For example, a balance of 1.24 hours will round up to 1.5 hours and a balance of 2.67 hours will round up to 3 hours.

For employees transferring into a department using TLAM:

When an employee transfers into a department using TLAM from a department not using TLAM, *the balances as of the start date in the new department must be manually added to the employee's balance*.

To update the employee's balance, the DTA obtains the employee's absence balances from the transferring department and submits an incident to Service Now requesting the employee's existing Vacation, Personal, NY Safe and Sick, and Sick time balances be added to the employee's TLAM record. The employee will see their adjusted balance after the absence process runs at the end of the pay period.

For employees returning from a leave of absence:

Paid Leave

1) For Officers who are on a paid leave of absence, they will receive entitlement accrual for days 1-29 of Paid Leave; there will be no entitlement for days 30 and beyond.

2) Union and NUSS will continue to earn/accrue entitlements for the duration of their paid leave.

Unpaid Leave

1) No employee will be eligible to earn/accrue entitlements while out on an unpaid leave of absence.

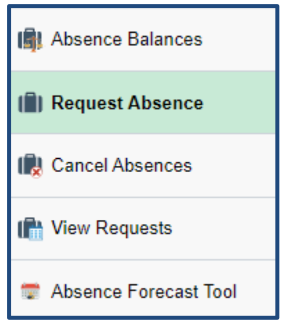
2) Union and NUSS will earn a prorated vacation entitlement for the month in which the employee goes out/returns from unpaid leave.

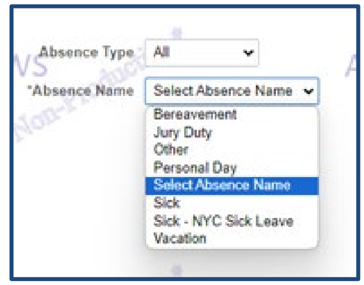
Request Absences

Request an Absence – Semi-Monthly Paid Employees

This section is for employees paid on a semi-monthly basis as there are slight differences (from absence details for bi-weekly paid employees) depending on the absence type selected.

1. Select **Request Absence** from the left menu
2. Select the **Absence Name** for the type of absence from the drop-down menu.

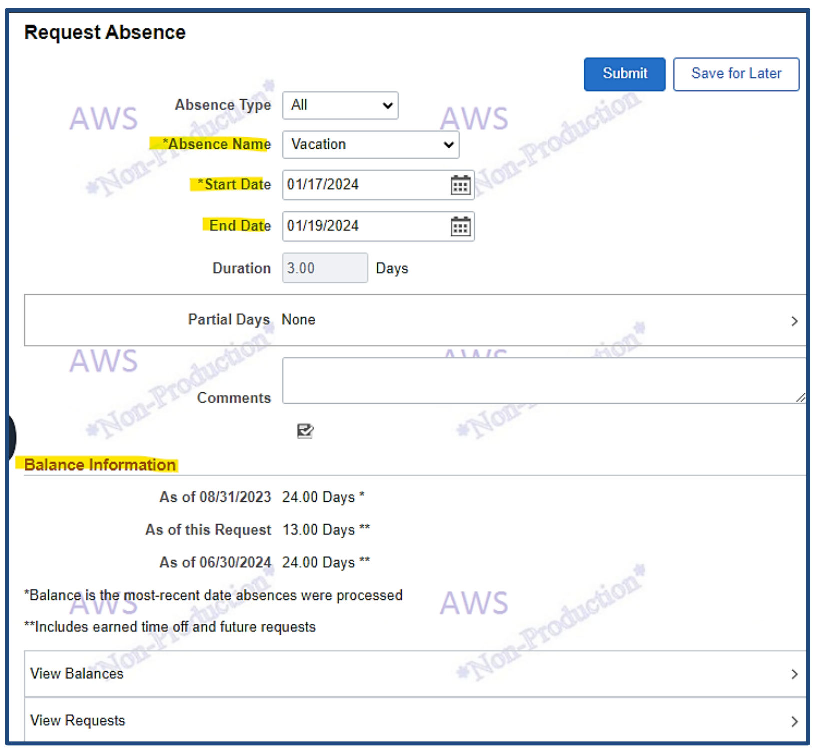




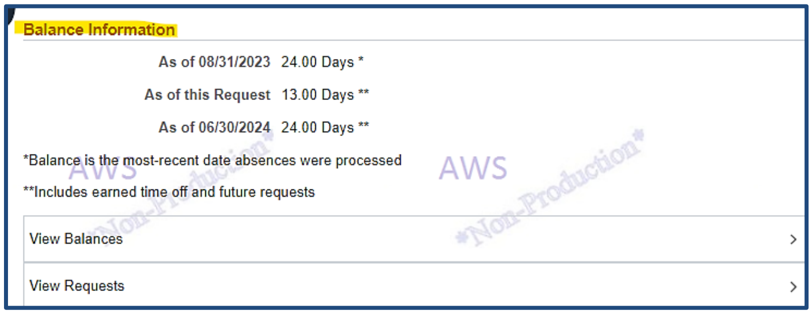
Once a selection is made, the **Start and End Date** fields and the ability to select a partial day, if applicable, appear. If there is an associated balance *(as of the last pay period)* for the absence type, it also appears.

3. **Enter the** Start and End Dates **for the Absence** in the 'mm/dd/yy' format or use the calendar button to select a date.

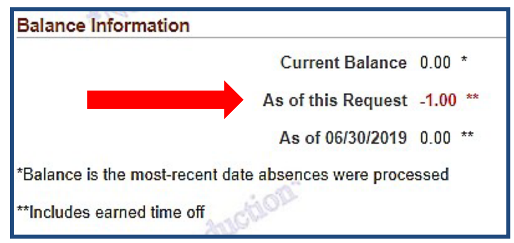
   If the absence is for one-day, the Start and End Dates are the same.



4. Review the absence balance displayed in the **Balance Information** section and ensure that you have sufficient time available before submitting the request.



Negative vacation or personal time balances appear in **red** alerting you that you do not have sufficient time available to use.



Absence Balances Displayed within a Request

Additional balance values from what is seen on the Absence Balances page, appear when submitting an absence request. This is to provide you with a more updated amount of balance time as it includes absences submitted or taken since the last processing date and will be processed in an upcoming pay period cycle.

- **Current Balance:** this is the balance *for Vacation/Personal/Sick/NY Safe and Sick time* as of the last date the absence process finalized
- **As of this Request:** the projected balance through the current request - *vacation/personal only*
- **As of 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - *vacation/personal only*

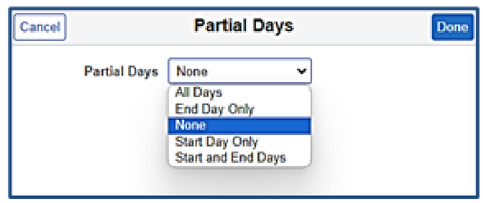
Important! Reference the TLAM Processing Calendars to see when balances are updated for earned time off.

Request a Partial Day(s) Absence – Semi-Monthly Paid Employees

Vacation, *Personal*, *Sick*, and *NY Safe and Sick* absences can be taken in partial increments. Other types are taken as full days only. Partial day entry differs for semi-monthly paid employees who only report time off taken, and for bi-weekly paid employees who submit time worked and time off.

1. To indicate that any of the time in your request consists of a partial absence, select **Partial Days** on the request page.

2. Select which days are partial from the dropdown menu. For a single partial day, select **All Days**. If the absence occurs over multiple days and consists of partial *and* whole days, you can submit each day individually or use one of the additional provided options if you prefer.



All Days = every day of a request is a partial day

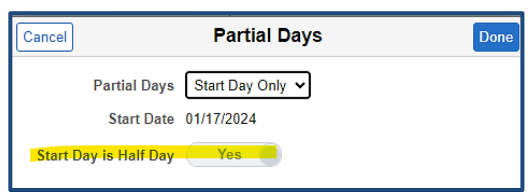
End Day Only = only the last day of the request is a partial day. All other days are whole days.

Start Day Only = only the first day of the request is a partial day. All other days are whole days.

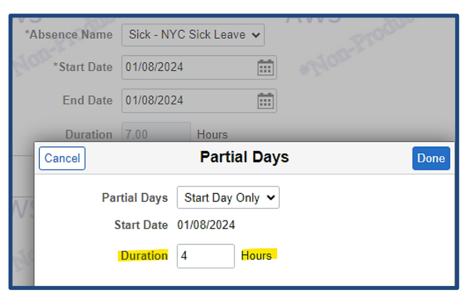
Start and End Days = only the first and last days of the request are partial days. The in between days are whole days.

Examples:

1. **Vacation** and **Personal Days** partial absences are taken in **half-day increments**. The half-day indicator appears once Partial Days is selected and defaults to half day.



2. **Sick** and **NY Safe and Sick Leave** partial absences are taken in **hours**. The Duration in Hours entry box appears for these absence types. Enter the number of hours for the absence. Note that a balance does not display for the *Sick* absence type as this is under Officer Salary Continuation.



3. Click **Done**.

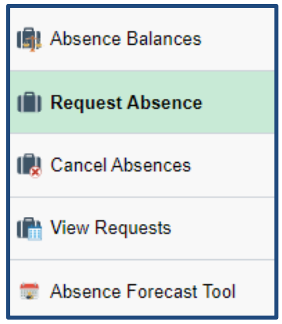
Request an Absence – Bi-Weekly Paid Employees

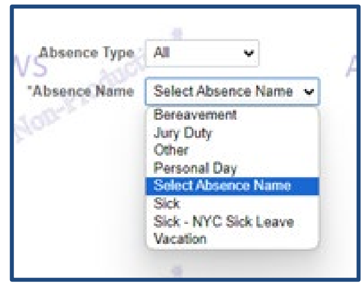
This section is for employees paid on a bi-weekly basis as there are slight differences (from absence details for semi-monthly paid employees) depending on the absence type selected and if the absence is selected on the absence page or the timesheet. These steps are requesting an absence from the absence page. For steps on how to submit absences from the timesheet, view the TLAM Timesheet Entry Training Guide.

Request an Absence from the Request Absence Page – Bi-Weekly Paid Employees

Absences entered on this page appear on the timesheet.

1. Select **Request Absence** from the left menu
2. Select the **Absence Name** for the type of absence from the drop-down menu.



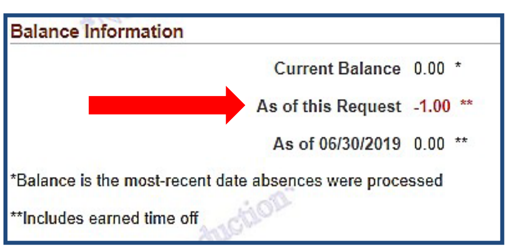


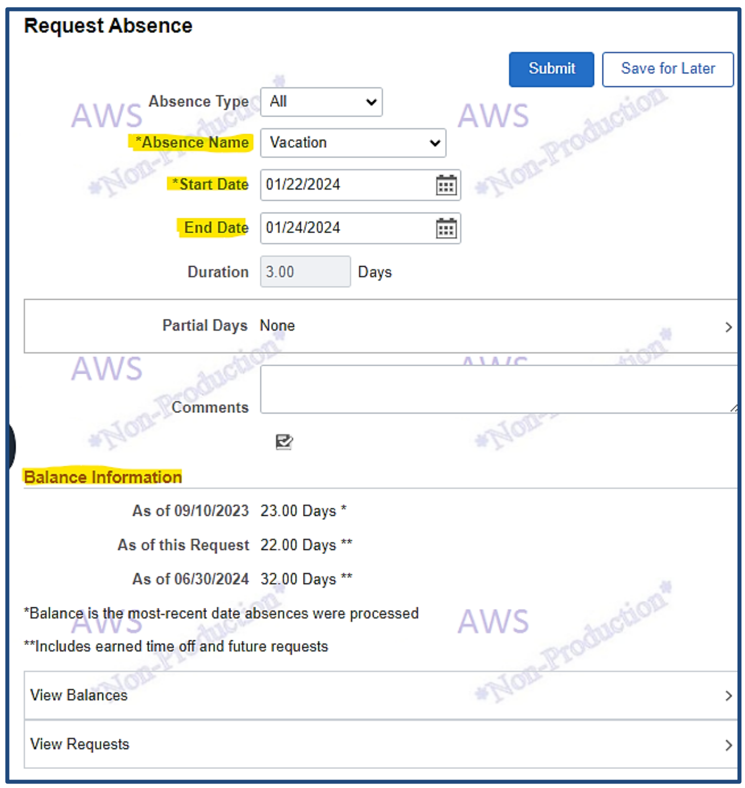
Once a selection is made, the **Start and End Date** fields and the ability to select a partial day, if applicable, appear. If there is an associated balance *(as of the last pay period)* for the absence type, it also appears.

3. **Enter the** Start and End Dates **for the Absence** in the 'mm/dd/yy' format or use the calendar button to select a date.

   If the absence is for one-day, the Start and End Dates are the same.

4. Review the absence balance displayed in the Balance Information section and ensure that you have sufficient time available before submitting the request. Negative vacation or personal time balances appear in **red** alerting you that you do not have sufficient time available to use.

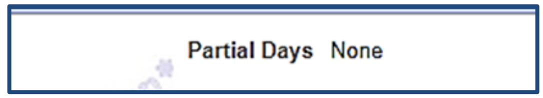




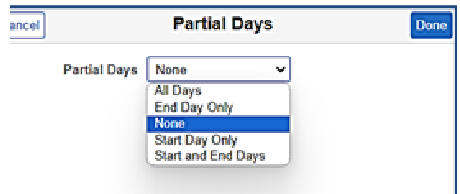
Request a Partial Day(s) Absence – Bi-Weekly Paid Employees

All absence types where a partial absence is allowed, *Vacation, Personal, Sick, or NY Safe and Sick Leave* are taken in hours.

1. To indicate that any of the time in your request consists of a partial absence, select **Partial Days** on the request page.



2. Select which days are partial from the dropdown menu. For a single partial day, select **Start Day Only or All Days**. If the absence occurs over multiple days and consists of partial *and* whole days, you can submit each day individually or use one of the additional provided options if you prefer.



All Days = every day of a request is a partial day

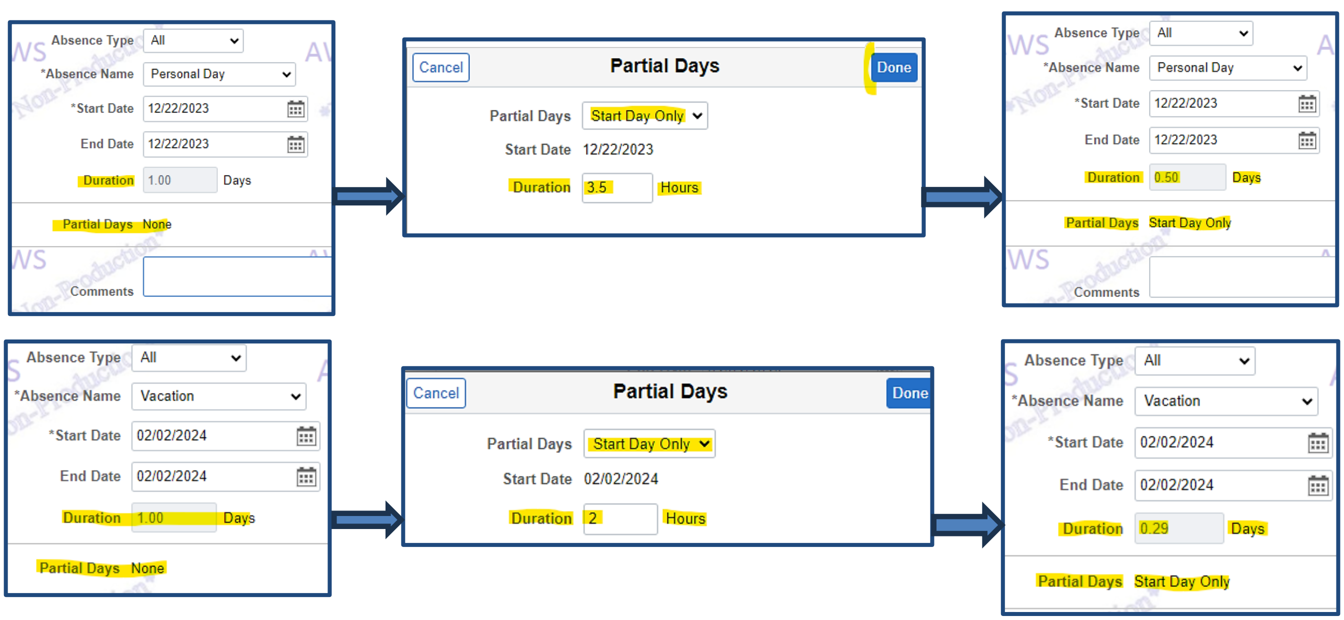
End Day Only = only the last day of the request is a partial day. All other days are whole days.

Start Day Only = only the first day of the request is a partial day. All other days are whole days.

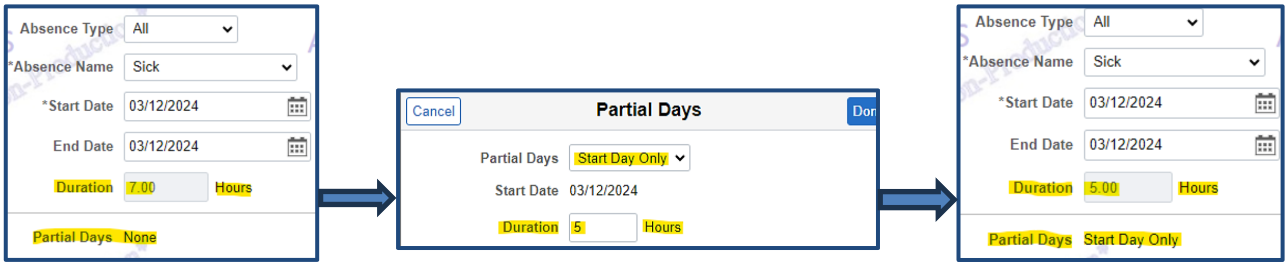
Start and End Days = only the first and last days of the request are partial days. The in between days are whole days.

Examples:

1. **Vacation** and **Personal Days** partial absences are submitted in durations of **hours,** but the balances convert to and display as days which can be a percentage. At the end of the fiscal year, any vacation absence type percentages will be *rounded up* to the nearest half hour. For example, a balance of 1.24 hours will round up to 1.5 hours.



1. **Sick** and **NY Safe and Sick Leave** partial absences are taken in **hours** and the durations and absence balances are shown in hours. The *Duration in Hours* entry box appears for these absence types. Enter the number of hours for the absence.



2. Click **Done**.

How Submitted Absences appear on the Timesheet – Bi-Weekly Paid Employees

Absences entered from the Request Absence page appear on the timesheet of those dates. The status reads Needs Approval. When a manager approves an absence, the status reads Approved.

Absences appearing on a current pay period time sheet. The time rows for each day are open for entry and the absences inserted into the date row(s) for the time off.

Wed	12/13	New						
Thu	12/14	Needs Approval						VAC21 - Vacation - Union-2110
Fri	12/15	Needs Approval						VAC21 - Vacation - Union-2110
Sat	12/16	New						

Absences appearing on a future pay period time sheet. The time rows for each day are closed for entry and the absences inserted into the date row(s) for the time off.

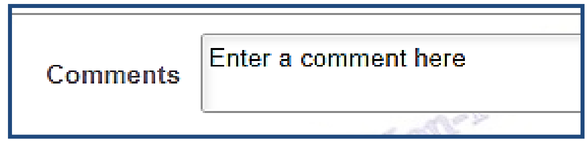
Mon	1/22	Needs Approval						VAC21 - Vacation - Union-2110
Tue	1/23	Needs Approval						VAC21 - Vacation - Union-2110
Wed	1/24	Needs Approval						VAC21 - Vacation - Union-2110
Thu	1/25	New						
Fri	1/26	New						

Partial absence entered. To enter the remainder of the day as work hours, click the '+' sign.

Thu	11/30	Needs Approval						SCK21 - Sick Leave - Union-2110	4.00	7.00	11/30	+

Enter a Comment (Optional)

You may enter a brief explanation of the absence in the Comments (Optional). Please be sure to not include detailed medical or personal information.



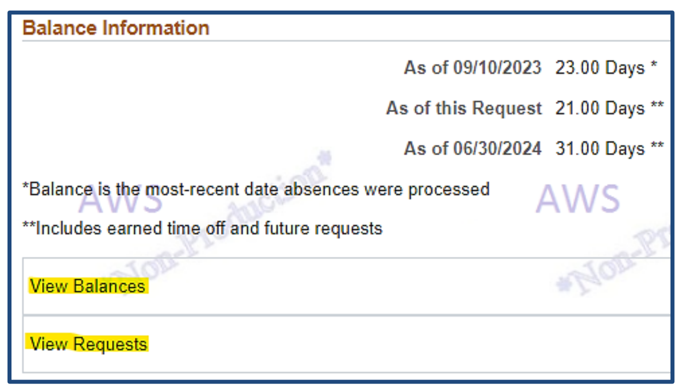
Submit the Absence Request

Click **Submit** and then **Yes** to confirm the submission and send it to your manager for approval. Both you and your manager will receive an email stating the absence was submitted. You will also receive an email when the absence is approved, denied, or pushed back.

View Balances and View Requests

When you are submitting an absence request, links to **View Balances** and **View Requests** are on the bottom of the page.

Click *View Balances* and a pop-up window appears displaying your absence balances as of the last processing date. Click *View Requests* and a pop-up window appears displaying your absence requests.



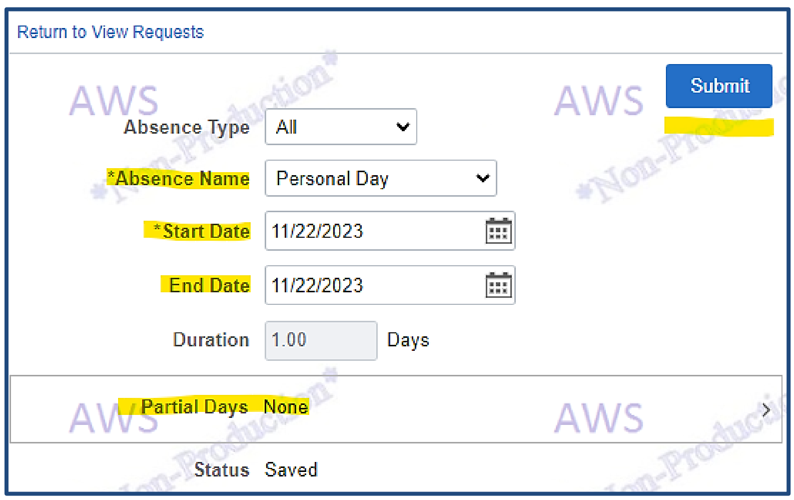
Save the Absence Request to Submit Later

If you are not ready to submit the request, you can save it by clicking **Save for Later** instead of submitting the request. Saved entries are stored on the **View Requests** page where they can be edited or submitted.

Submit a Saved for Later Absence Request

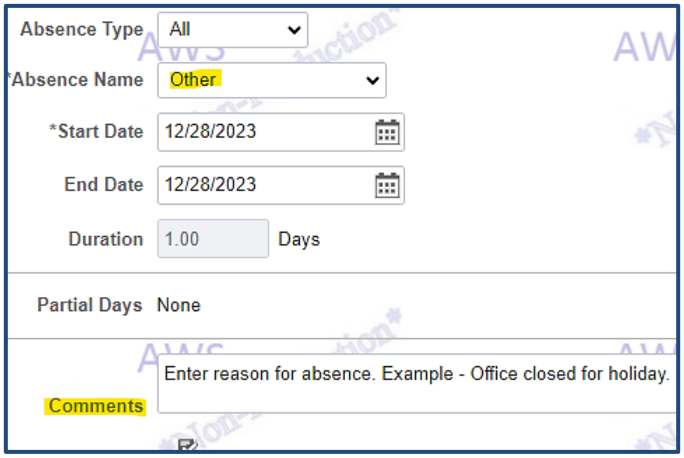
If the absence was **Saved for Later**, it can be accessed and submitted via the **View Requests** page.

Select the *saved* absence, make any needed edits, and click **Submit**.



“Other” Absence Type

The absence type, **Other**, carries no associated balance and is only available for use by Officers, Union, and Non-Union Support Staff and can be taken in as little as 30 minutes increments. As with all other absence types, this absence requires workflow approval and can be submitted via the Request Absence page or entered via the Absence tab on the timesheet. This absence type is not eligible for overtime calculations. Be sure to enter a comment explaining the absence.



Absence Requests and Unavailable Paid Time Off

Absence requests greater than the available balance through the request should not be submitted or approved.

Semi-Monthly Paid Employees and Unavailable Paid Time Off for the Absence Request

If more time off is requested than is available, your manager will push the absence request back to you for correction (to align the request to available time) and to avoid generating a negative absence balance.

- ***Personal and Vacation Absence Balance Adjustments*** – If there is an insufficient balance for either a personal or vacation time off request, the system will look to the other balance and take any available time from that balance before generating a negative balance (for employees eligible for both personal and vacation absences).

Bi-Weekly Paid Employees and Unavailable Paid Time Off for the Absence Request

For *bi-weekly paid employees*, if more time off is requested than is available, your manager will push this back for correction (to align the request to available time).

If the request is approved and there is not enough available absence balance for the type of absence requested, the system will subtract the unavailable time from the paycheck.

- ***Personal and Vacation Absence Balance Adjustments*** –If there is an insufficient balance for either a personal or vacation time request, before subtracting pay, the system will look to the other balance and take any available time from that balance first. For employees eligible for both personal and vacation absences.
- ***Sick and NY Safe and Sick Absence Balance Adjustments*** –NY Safe and Sick absence time is subtracted from the overall Sick balance. Once all NY Safe and Sick hours are used, employees cannot choose this absence type but can use Sick leave thereafter as long as there is an available balance and per University policy/Collective Bargaining Agreement. For time reporter employees eligible for both sick and NY Safe and Sick absences.

If time off is taken and you do not have available absence time, indicate the time as Absent without Pay on the timesheet and the paycheck will be appropriately adjusted.

If your manager approves an absence for which there is not enough of a balance to take the entire time, the system will either look to subtract the absence from another absence category (for vacation and personal day requests), or subtract the unavailable time from the paycheck, if no time off is available for the absence type.

Retroactive Absence Entries

Absences can be entered retroactively through the *Request Absence* page within the following guidelines.

Departments *not* using the Officer Quarterly Closeout Process- Semi-Monthly Paid Employees

Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date.

Departments using the Officer Quarterly Closeout Process - Semi-Monthly Paid Employees (Absence Only Reporters)

If your department uses the Officer Quarterly Closeout Process, absences can only be entered retroactively as outlined below.

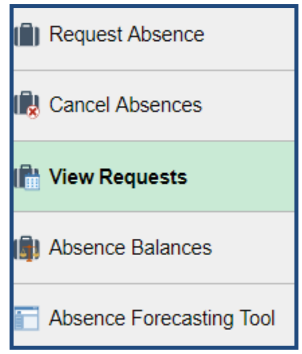
- Once the employee submits his/her Quarterly Closeout, the employee cannot change or submit new absence requests for that quarter, unless the manager sends the Closeout back for Rework.
- Once the manager has approved the Quarterly Closeout, the manager cannot change or submit new absence requests on behalf of the employee for that quarter.
- Once the employee/manager submission/approval deadline for the quarter has passed (day 21 from the start of the Closeout), absences cannot be entered or approved by the employee or manager. Your Department Time Administrator can make absence changes as needed but the Closeout cannot be submitted or approved by an Administrator.
- Upon the Hard System Close Date for the quarter, no absence changes can be made.

Bi-Weekly Paid Employees (who Report Time Worked and Time Off)

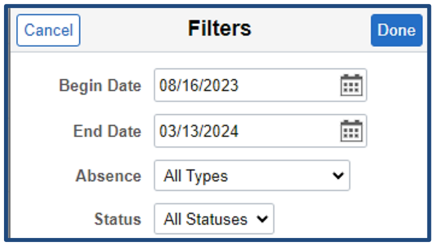
Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date. Note that entries may change the timesheet calculation and the amount of pay due or owed depending on the entry. Please speak with your manager and HR team, as needed.

View Requests Page

To view the history of your absence requests and their statuses, select **View Requests** from the left menu. This is also where you submit saved or canceled absences.



The history defaults displaying a 7-month period. Click the funnel filter/icon on the top of the page to view absences in a different date range or a specific absence type or status. Your individual history record begins when your department begins using TLAM.

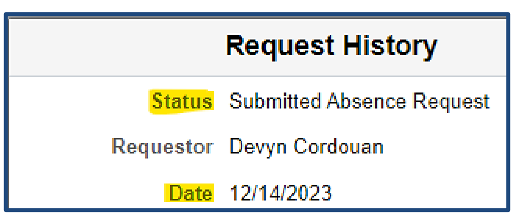


Select an item to view the details.

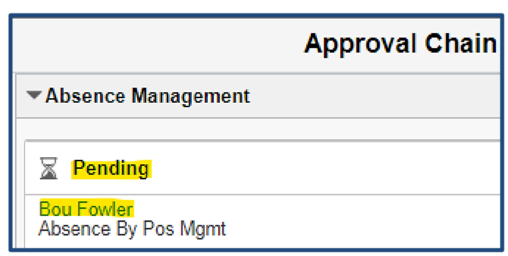
Request History and Approval Chain

When you are viewing the status of submitted requests via the View Requests page, **Request History** and **Approval Chain** links display on the bottom.

Click **Request History** to view the status, requestor, and date submitted for the request.



Click **Approval Chain** to view the status and the manager's name whose approval is pending.



Edit and Cancel Absences

Absences that have not yet been processed for the pay period can be cancelled or edited by either the employee or the manager depending upon their status.

Absences that have already been processed and require modification or removal are done by the department time administrators in your local HR team. Speak with your manager to request your HR Department/Department Time Administrator (DTA) modify the request or delete the entry row so a new absence request can be submitted.

Edit a Submitted but not Approved Absence Request

If you need to make changes to an absence request you submitted but has not yet been approved, ask your manager to **push it back to you** so you are able to make edits and resubmit. Access the *pushed back transaction* from the **View Requests** page.

Edit an Approved but not yet Processed Absence Request

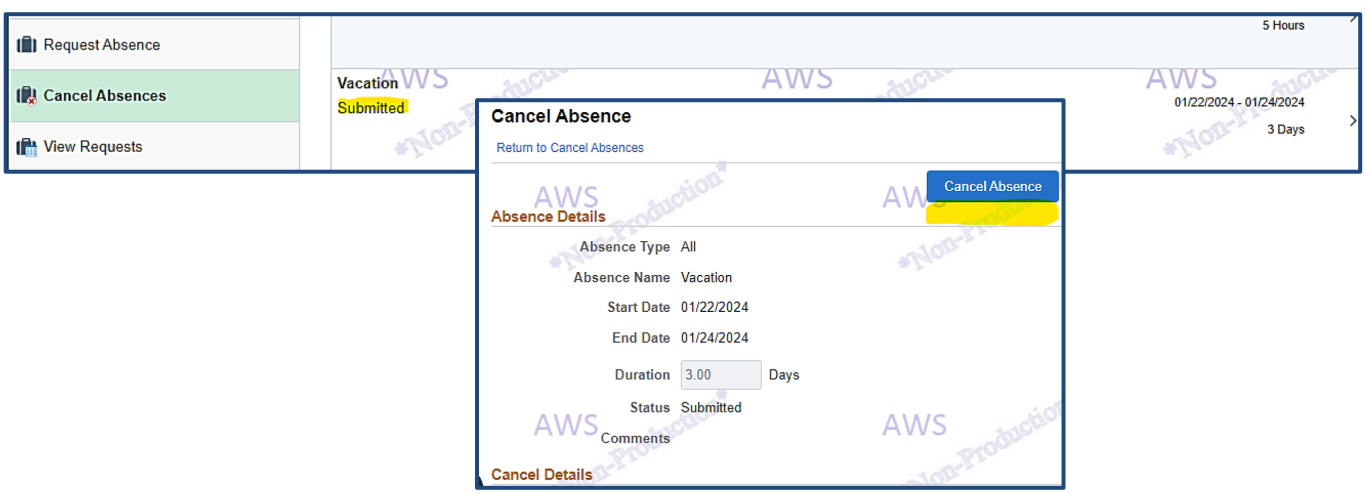
If the absence request was submitted *and* approved, and has not yet been processed by the system, it cannot be pushed back by your manager. You or your manager can cancel the request from the **Cancel Absences** page. See the *Cancel Absence Request* section.

Cancel an Absence Request

Submitted and approved absence requests that have not yet been processed by the system can be canceled.

If the absence does not appear on the *Cancel Absences* page, that means it has been processed and the balance adjusted. Ask your manager to contact your local HR Department/Department Time Administrator who can modify processed absence requests.

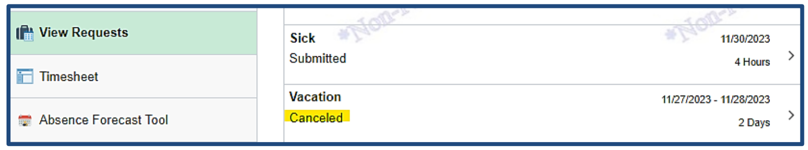
1. Select **Cancel Absences** from the left menu
2. Select the absence to cancel. Only absences that have not yet been processed are able to be canceled here.
3. Click **Cancel Absence** and then click ‘yes’ to the confirmation message.



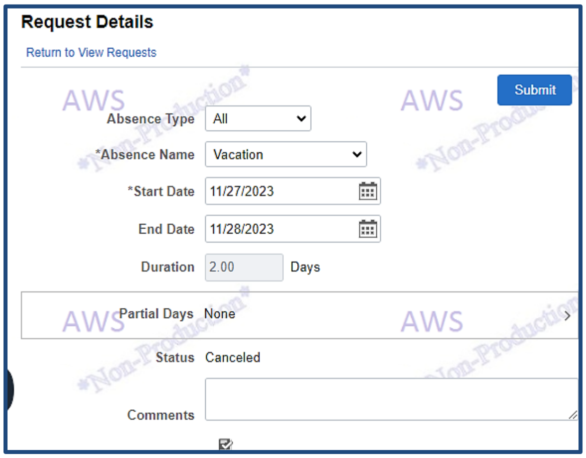
Resubmit a Canceled Absence Request

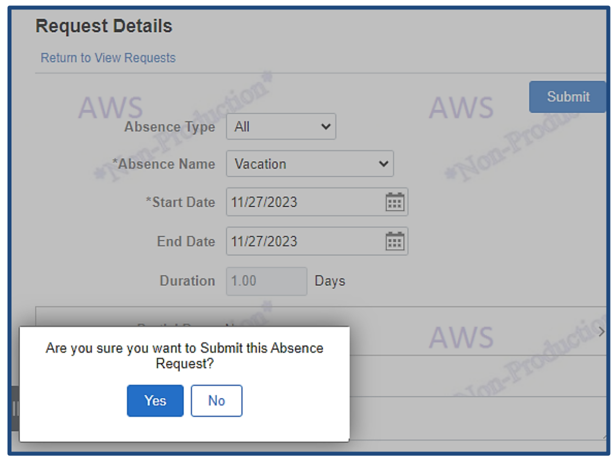
To resubmit cancelled absences, follow the steps below.

1. Select **View Requests** from the left menu.
2. Select the canceled absence to open the request details.

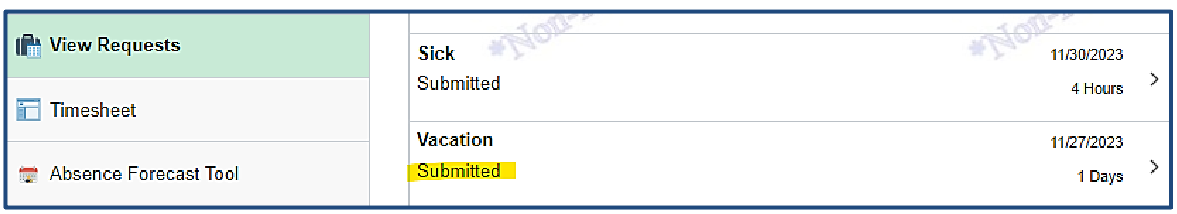


3. Make any modifications you need to the absence (dates, absence type, partial day) and click **Submit** and then **Yes**.

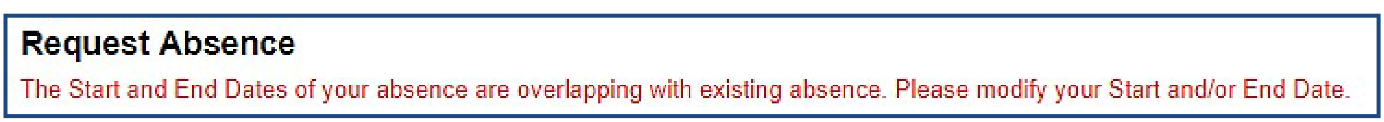




4. You can now see the revised absence in your **View Requests** menu, and the manager will receive an email that there is a new request pending.



Be sure to follow the above steps when resubmitting a canceled absence. If you *submit* a new absence request using the *same* absence type with any overlapping dates as the canceled absence, the system will not accept it and you will see the below message.



Note: Cancelled absences can still be approved by your manager. If a cancelled absence is approved, you will receive an email. Contact your Manager and DTA to request cancelled absences be removed.

Denied and Pushed Back Absences

Managers can **'Push Back'** (to modify), or **'Deny'** (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied, and you can access it on the *View Requests* page. Any entered comments can be viewed once you select the item. This is in addition to any separate communication from your manager advising you of the need for the change.

If a manager denies an absence, the *same type of absence* cannot be resubmitted even if it is for a partial day.

Edit a Processed Absence Entry

Processed absences cannot be edited by the employee or the manager. To edit an absence that was processed but the time off was not taken; contact your Manager and Department Time Administrator to make the adjustment.

Once the absence is adjusted, your *View Request* page will reflect the modification. Any balance adjustment will be viewable *after* the next absence process runs.

If the absence was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in history. The status remains Approved.

If the absence event was voided, the absence item in the View Request page displays a status = Void.

Time Off Requests and Unapproved Absences or Timesheets – for Bi-Weekly Paid Employees

If you submit a time off request and your manager does not approve your timesheet in time for the pay period processing, the following occurs depending on your employment type. Note that unapproved time sheets generate an exception alert to managers. If your manager is unavailable, speak with your department time administrator to request the approval be sent to another manager to approve.

For Union and Non-Union Support Staff - Non-Casual, Non-VHO Employees

If an absence request is not approved, you will receive your default pay. Your manager will need to retroactively review and approve any time worked and time off requests and if time off was taken for which there was not enough available time, the Overpayment Recovery Process should be used to recover the overpayment. Conversely, if any overtime hours are payable, they will be paid in the next paycheck once approved.

For Casual and VHO Support Staff Employees

If an absence request is not approved, the system will auto-approve the timesheet based on its current contents and you will receive pay for the amount of time reported. If a subtraction of time worked or time off hours was needed and the pay was already processed, the Overpayment Recovery Process should be used to recover the overpayment.

Important! It is important to ensure that you do not request more time off than what you have available in the absence balance to avoid retroactively adjusting paid time or paid time off, which could lead to overpayments.

Absence Forecasting

This interactive tool assists with absence usage management and future time off planning. It is for an employee's use and is not accessible by the manager or DTA. Managers and DTAs can see their own information in this tool.

It provides helpful absence management information including:

- Carryover of vacation and personal days from the prior fiscal year
- Accruals by month for vacation and personal time earned
- Determination of sufficient absence time for a future time off event
- Visual indicator if a personal day will be forfeited
- Ending year balance projections to determine future carryover or potential forfeiture of absence time

Select **Absence Forecasting Tool** from the left menu. Along with your name and UNI and Today's Date, the following information displays on the top of the page and in the columns:

- **Benefits Service Date or Union Seniority Date** (as applicable) – the date on which your personal accrual schedule is based.

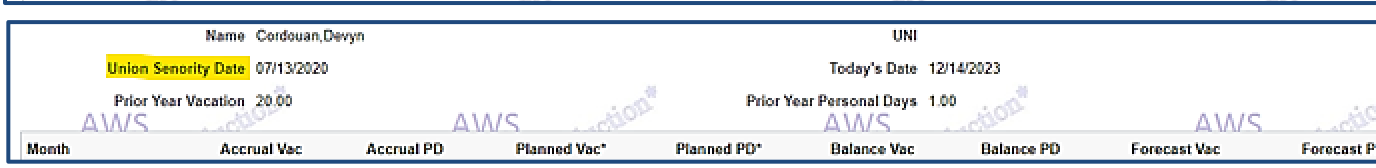
- **Prior Year Balances (Vacation and Personal Days)** – the quantity of vacation and personal day absences allowed to be carried over from the prior fiscal year displays.

- **Accrual** – this is the actual and estimated vacation and personal day entitlements earned for the fiscal year (displayed by month). Any balance adjustments due to a Leave when less time may be earned/accrued are reflected here after the entitlement processes run (where earned time is added to your balance).

- **Planned Absences (Vac and PD)** - vacation and personal time that is *Submitted or Approved* plus future time off requests entered in the tool. Any balance adjustments due to a retroactive absence being processed are applied to the row for the month in which the actual absence event took place.

- **Balance (Vac and PD)-** the projected absence balances (in days), displayed by month for vacation and personal time, calculated using the Accrual and Planned Absences column amounts.

- **Forecast (Vac and PD) –** the columns where you enter planned time off to determine if you will have a sufficient balance for the absence.



Using the Forecast Tool

Only *future* vacation and personal time off can be forecasted and is highlighted in **Blue** on the sheet.

1. Enter the quantity of time into the appropriate future month field(s) to the right side of the row for the absence type, “Vac” or “PD”.
    - For whole days, enter the whole number, e.g., “3”.
    - For half days, enter ‘.5”.
    - For hourly increments, convert the hours into a day portion. E.g., for 2 hours absence in a 7-hour schedule, enter .29 (7/2).
2. Click the **Forecast** button. The Balance column displays the projected balance. If an absence forecast results in a projected negative balance, it will appear in **red**.
3. To forecast using different quantities, click the **Reset** button, enter the new quantities, and then click **Forecast.**

Name Sulaica,Niurkia
Benefits Service Date 02/01/2006
Prior Year Vacation 23.00

UNI
Today's Date 12/15/2023
Prior Year Personal Days 2.00

Month	Accrual Vac	Accrual PD	Planned Vac*	Planned PD*	Balance Vac	Balance PD	Forecast Vac	Forecast PD
July	2.00	0.00	7.00	0.00	18.00	2.00	0.00	0.00
August	2.00	0.00	0.00	0.00	20.00	2.00	0.00	0.00
September	2.00	0.00	0.00	0.00	22.00	2.00		
October	2.00	1.00	0.00	0.00	24.00	3.00		
November	2.00	0.00	0.00	0.00	26.00	3.00		
December	2.00	0.00	1.00	0.00	27.00	3.00		
January	2.00	0.00	0.00	0.00	29.00	3.00		
February	2.00	1.00	0.00	0.00	31.00	3.00		
March	2.00	0.00	0.00	0.00	33.00	3.00		
April	2.00	0.00	0.00	0.00	35.00	3.00		
May	2.00	0.00	0.00	0.00	37.00	3.00		
June	1.00	1.00	0.00	0.00	38.00	3.00		

*Includes absence requests that have been Submitted or Approved
NOTE:-This report does not reflect actual balances
- Fields in blue reflect forecast balances
- All balances are displayed in days

Forecast Reset

If a personal day is scheduled to be forfeited because it was not taken and you are at the maximum balance, the field in the month where the day will be forfeited appears in **red**. This is an indicator to use the personal day before this occurs.

The values in these columns are real-time and are pulled into the worksheet each time the page is accessed. Thus, the balances on this page will not always match those on the Absence Balance page as those balances display as of the last absence processing date.