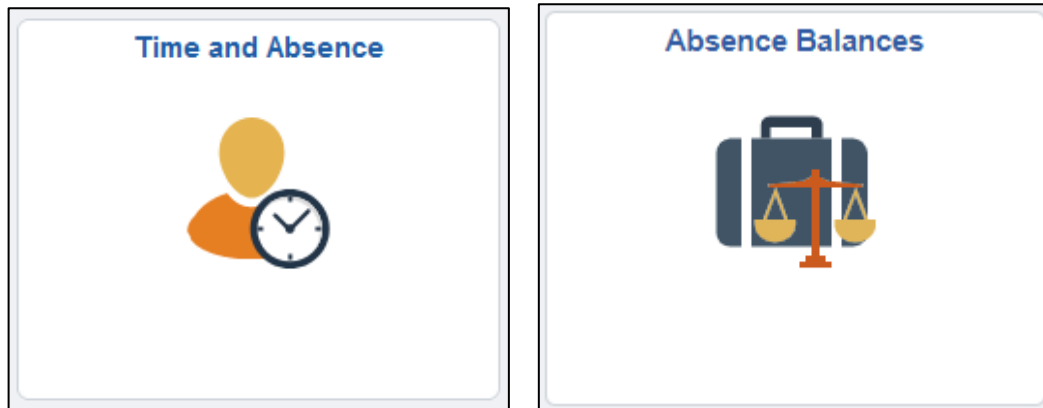


## View Current Balances and Forecast

To view current balances and forecast, use the **Absence Balances** screen. For the Current Balance, PeopleSoft always looks at the finalized absence period. After payroll runs each month, you will see the balances from the previous finalized absence period.

- Click on the **Time and Absence** tile then the **Absence Request** History tile.



- This screen shows your current balances. The current balances do not reflect absence requests not processed by payroll. NOTE: When your district first starts using PeopleSoft and the first payroll has not yet run, no current balances exist; the screen will say "There are no current balances to display" and you will have 0.00 hours. You must forecast in Step 3 to see your balances.

Absence Entitlement Balances <span>Personalize   [icon]</span>				
Current Balances [icon]				
Entitlement Name	Balance as of 01/31/2018	From	To	Accrual Period
Personal Business Ent Balance	64.00 Hours	07/01/2017	06/30/2018	Year to Date
Personal Necessity Ent Balance	112.00 Hours	07/01/2017	06/30/2018	Year to Date
Sick Ent Balance	244.00 Hours	07/01/2017	06/30/2018	Year to Date
Vacation Ent Balance	528.00 Hours	07/01/2017	06/30/2018	Year to Date

Go To [Forecast Balance](#)

- You can forecast balances to see if you have enough sick leave, vacation, and so on, as of a certain date. To do this, click the **Forecast Balance** link (found at the bottom of the screen). This will take you to a different screen.
- Enter the **As of Date** and **Absence Name**. Click **Forecast Balance**. Review the forecasted balance details.

Forecast Balance

As of Date 03/12/2018 [icon]  
Filter by Type All [dropdown]  
\*Absence Name Vacation [dropdown]  
Completed Successfully!

Current Balance 528.00 Hours\*\*  
The Current Balance is the balance from the previous finalized absence period.

Forecast Balance

Forecast results appear here

Forecast Balance Details

Absence Name	Forecast Element	Value
Vacation	As of Date - Forecasted Available Balance	500.00
Vacation	As of Date - Forecasted Total Takes	60.00