How to View Leave Balances (Absence Balances)

1. Log into PeopleSoft HRMS (myPDCCC online services http://www.pdc.edu)
2. Click on Self-service
3. Time Reporting
4. View Time
5. Absence Balances (choose from either menu or right side of screen)
6. View Absence Balances

**View Absence Balances**

NOTE: The current balances do not reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. Your balance should not be off by more than one semi-monthly payroll cycle.

If you are entering multiple leave requests within the same pay period, your leave balance will not reflect accurately. Be sure to double-check any leave requests you have made in the current pay period to make sure you have the leave available to take. Otherwise, you may go into unpaid leave.

If you think your balance is incorrect, contact payroll.
7. **View Absence Request History** by clicking on the link.
   - Note that you can choose the date range you want to view.
   - If **EDIT** is in bold, you can make changes to the request and re-submit the request.

### Absence Request History

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Requested By</th>
<th>Go To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Classified Leave</td>
<td>Submitted</td>
<td>05/16/2011</td>
<td>05/18/2011</td>
<td>24 Hours</td>
<td>Employee</td>
<td>Request Absence</td>
</tr>
<tr>
<td>Annual Classified Leave</td>
<td>Cancelled</td>
<td>05/03/2011</td>
<td>05/04/2011</td>
<td>16 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Classified Leave</td>
<td>Approved</td>
<td>04/29/2011</td>
<td>04/29/2011</td>
<td>8 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Family Personal</td>
<td>Cancelled</td>
<td>04/26/2011</td>
<td>04/27/2011</td>
<td>5 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Family Personal</td>
<td>Approved</td>
<td>04/22/2011</td>
<td>04/22/2011</td>
<td>4 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Classified Leave</td>
<td>Denied</td>
<td>04/20/2011</td>
<td>04/20/2011</td>
<td>8 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Sick VSDP</td>
<td>Submitted</td>
<td>03/23/2011</td>
<td>03/24/2011</td>
<td>16 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Go To:** [Request Absence](#)  
[View Absence Balances](#)
Summary: View Absence Balances

- Log into PeopleSoft HRMS
- Self-Service
- Time Reporting
- View Time
- Absence Balances
- You can click on Request Absences to enter absences request from here
- View Absence Request History to see previous requests or Push Back requests.