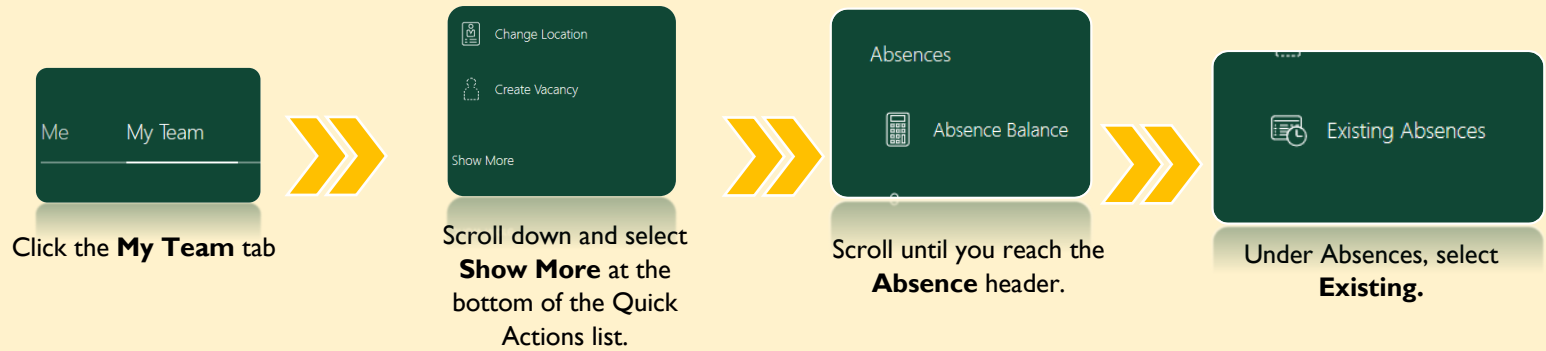
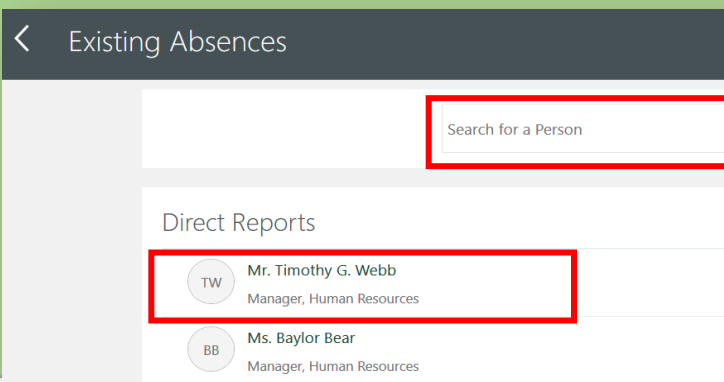


Viewing Team Absences:

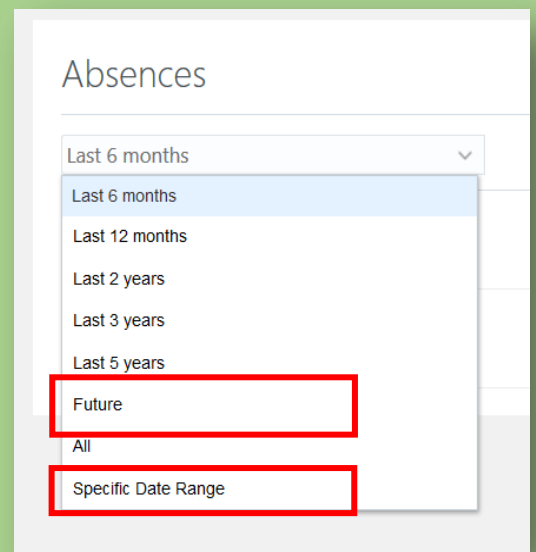
In Ignite, line managers can keep track of their direct reports' absence history by navigating to the following work area:



Once arrived in the Existing Time work area, you will see a list of your direct reports. To view the absence history of a specific employee, you can enter their name in the **Search** bar, or, select their **name from the list**.



You will be taken to the **Absence Overview** page of your direct report. Click the **drop-down arrow** to select the time period for which you'd like to view. To view completed absences, select a pre-defined date in past, or enter a **Specific Date Range**. You can also view planned absences by selecting **Future**.



By selecting **All**, you will see all absences, both completed and upcoming (Scheduled), for the employee. Change the view filter as often as needed.

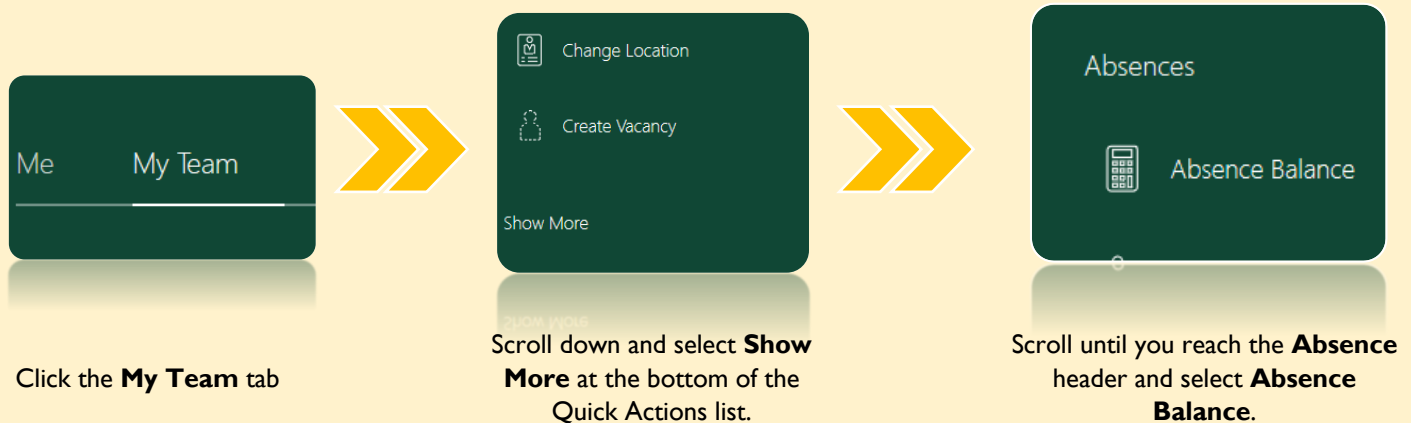
Absences

All

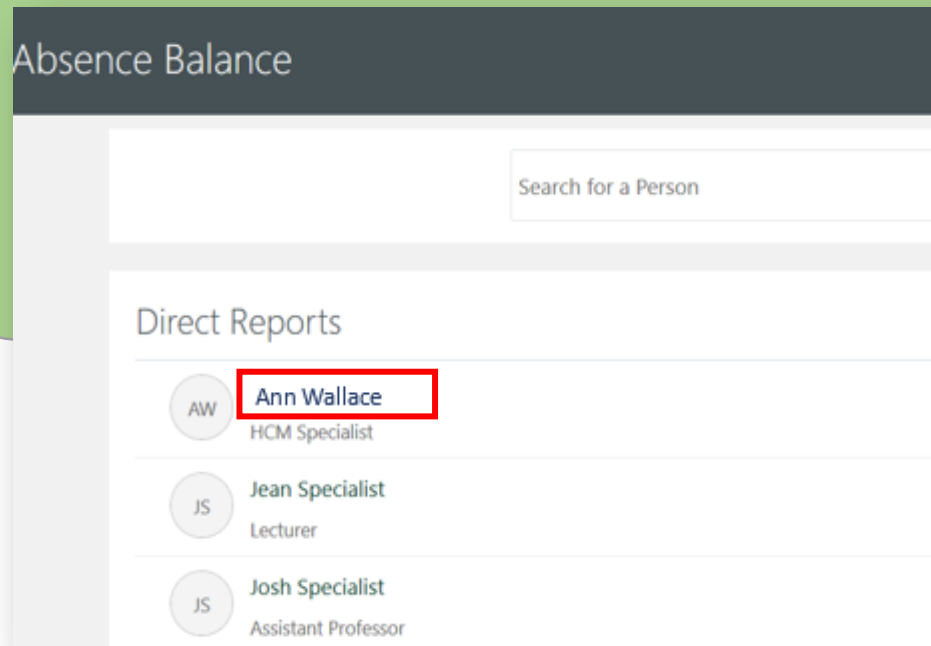
Vacation: 40.000 Hours 6/1/20 - 6/5/20	Scheduled
Sick: 24.000 Hours 3/30/20 - 4/1/20	Completed

Viewing Team Absence Balances:

In Ignite, line managers can keep track of their direct reports' absence balances by navigating to the following work area:



Once you arrive at the Absence Balance landing page, a listing of your direct reports will appear. Select an employees name to view a summary of their absence accrual balance.



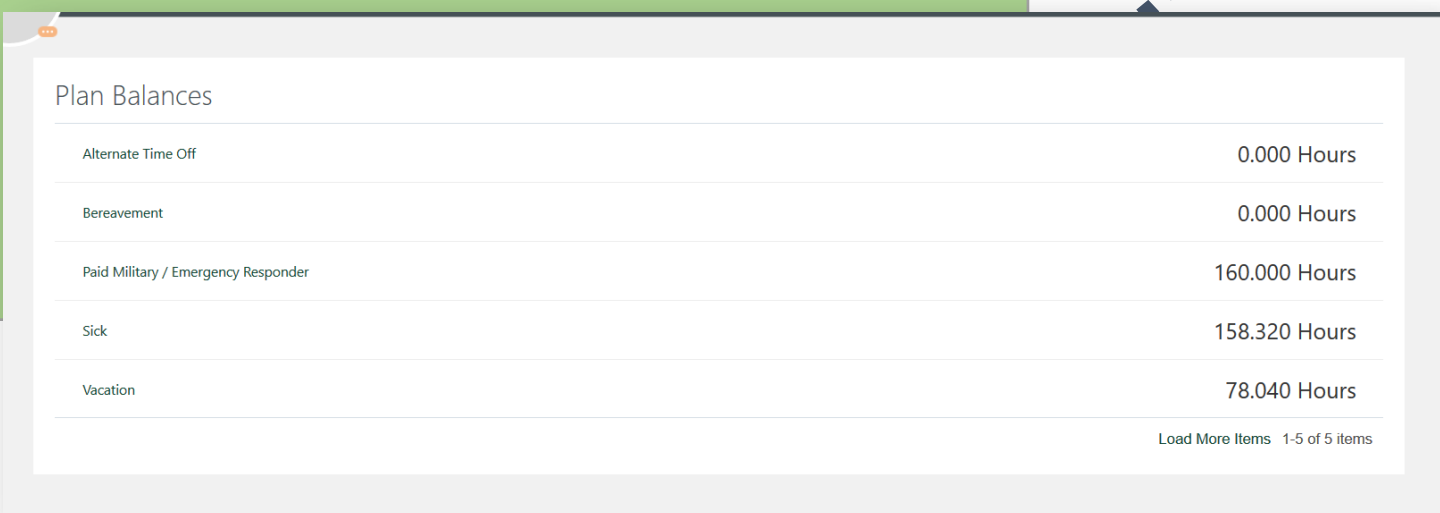
Absence Balance

Search for a Person

Direct Reports

- AW** **Ann Wallace**
HCM Specialist
- JS** Jean Specialist
Lecturer
- JS** Josh Specialist
Assistant Professor

The leave balance summary will appear. Repeat with subsequent employees to view and monitor accrual balances.



Plan Balances

Alternate Time Off	0.000 Hours
Bereavement	0.000 Hours
Paid Military / Emergency Responder	160.000 Hours
Sick	158.320 Hours
Vacation	78.040 Hours

Load More Items 1-5 of 5 items