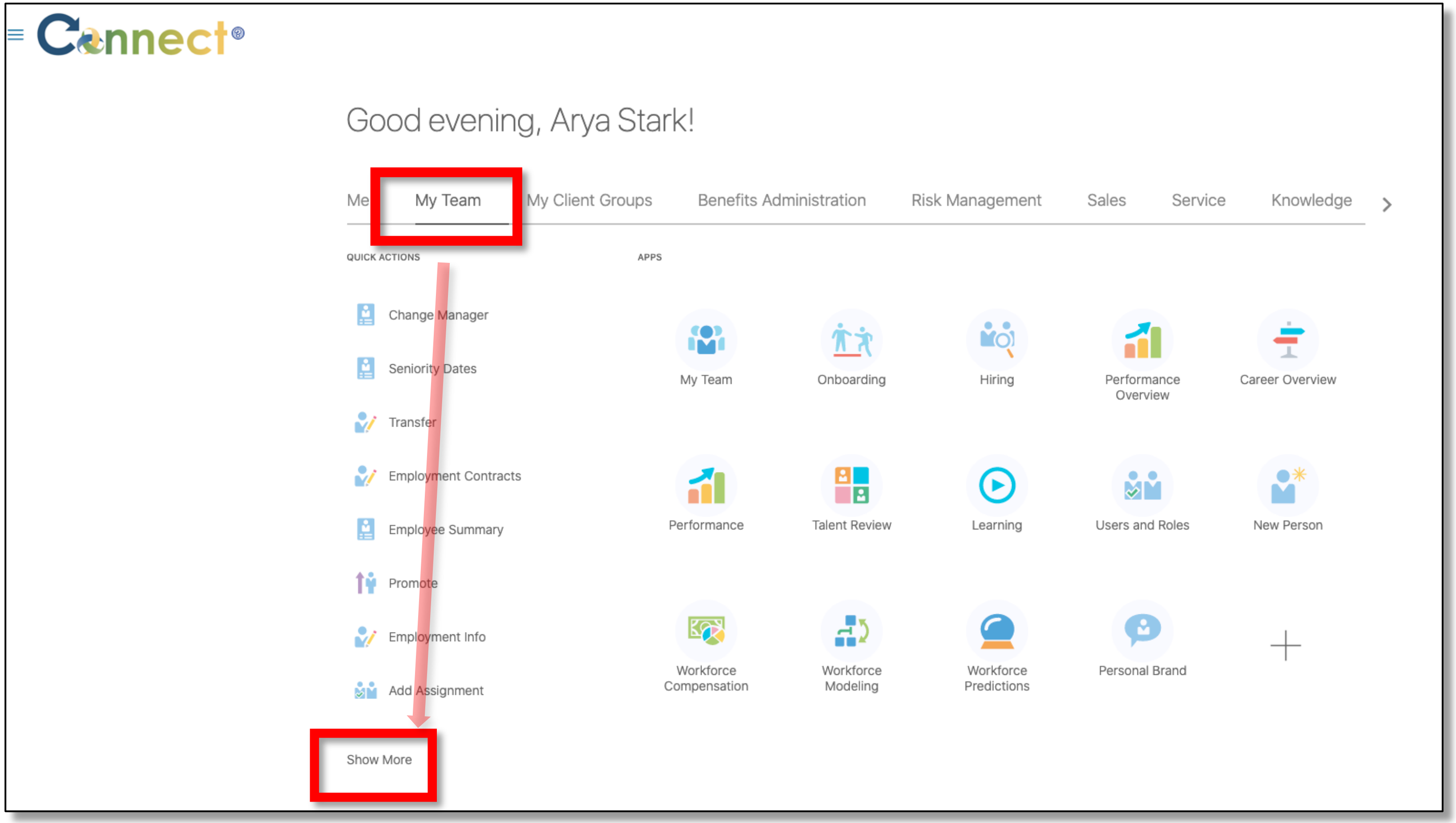
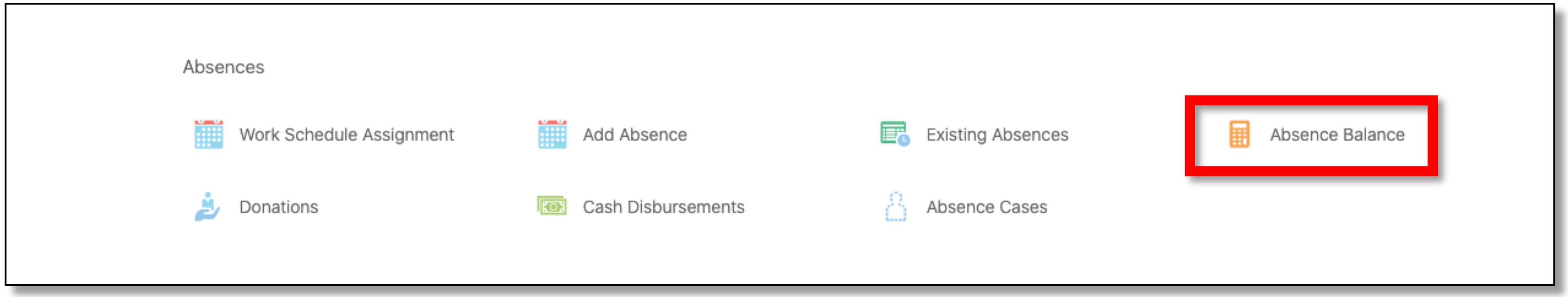
MSS – Reviewing Team Member Absence Balances

1. Select **My Team** to display your manager functions.
2. Click **Show More** to display additional tasks.



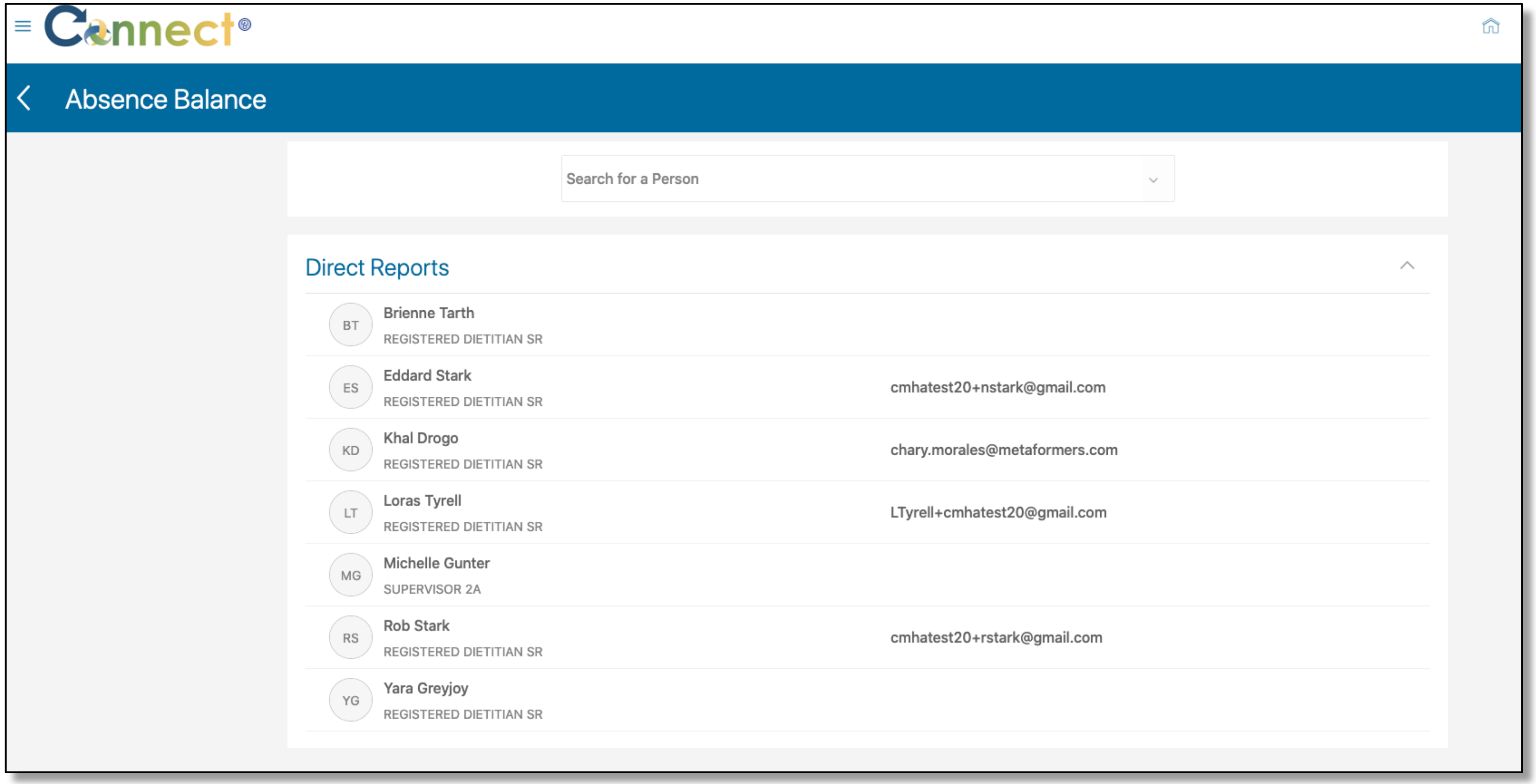
MSS – Reviewing Team Member Absence Balances

3. Scroll down the page until you see the **Absences** section. Then, click on **Absence Balance**.



MSS – Reviewing Team Member Absence Balances

4. Click on the employee for which you want to view the **Absence Balance.** If needed, use the **search box**.



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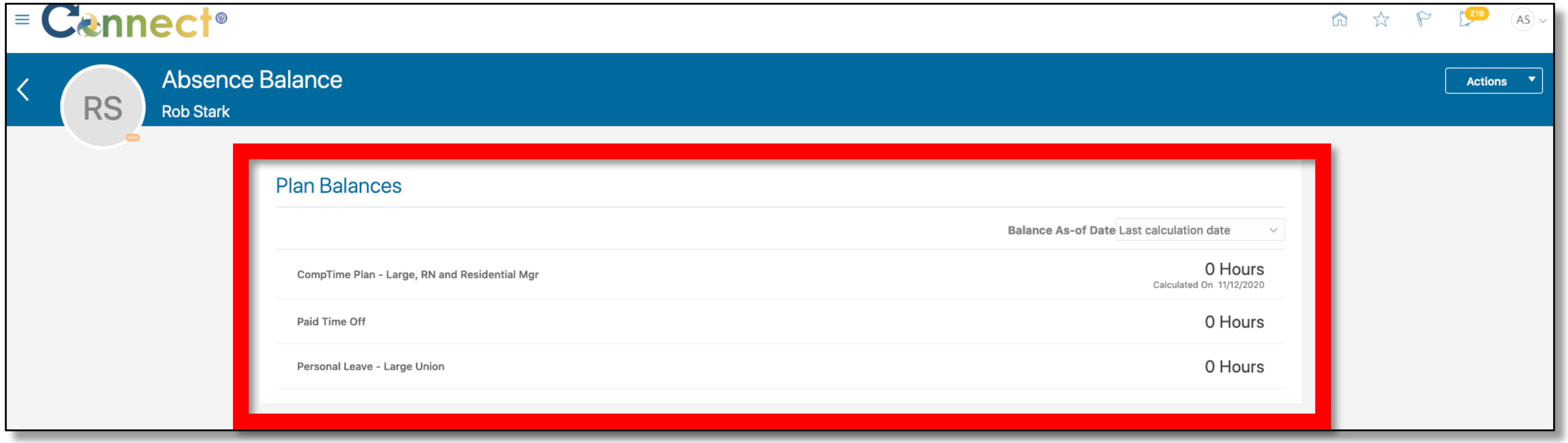
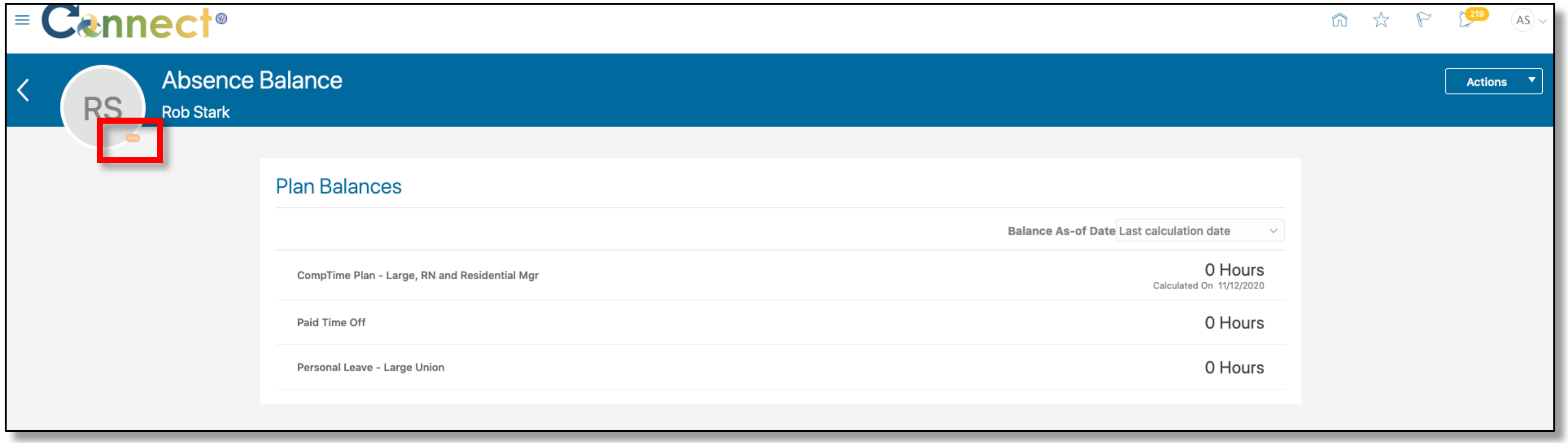
5. **Plan Balances** will appear for the current active plans in which the selected employee is enrolled.



6. To view more information, use the **More Information** button.



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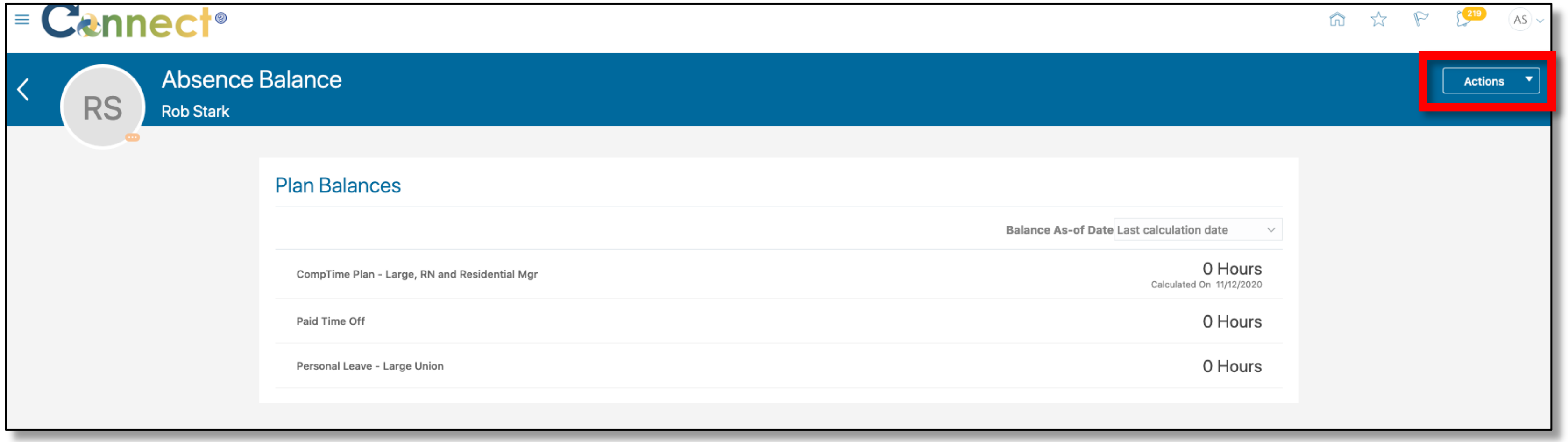
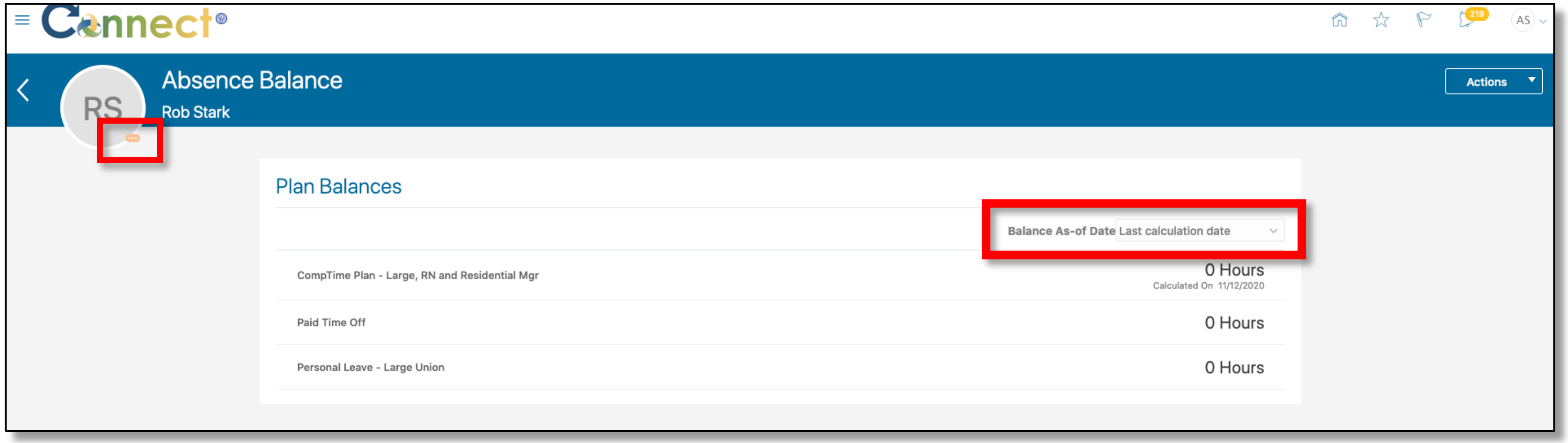
7. To add an absence on behalf of the employee, select the **Actions** dropdown menu and then click on **Add Absence**



8. To change how the **Balances** are displayed, use the **Balance As-of-Date** dropdown menu.



End of Procedure