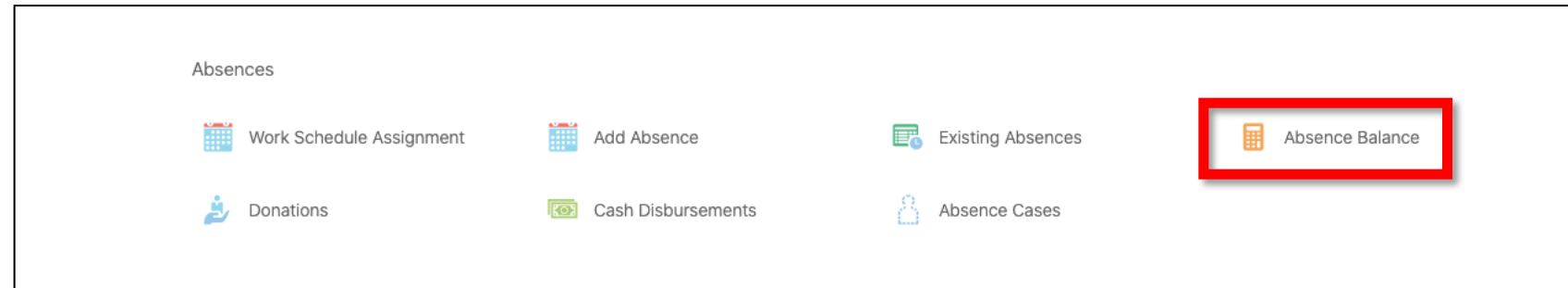


1. Select **My Team** to display your manager functions.
2. Click **Show More** to display additional tasks.

The screenshot displays the Connect MSS user interface. At the top left is the Connect logo. Below it, a greeting reads "Good evening, Arya Stark!". A navigation bar contains several menu items: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", "Service", and "Knowledge". The "My Team" item is highlighted with a red box. Below the navigation bar, there are two columns of icons. The left column, labeled "QUICK ACTIONS", includes: Change Manager, Seniority Dates, Transfer, Employment Contracts, Employee Summary, Promote, Employment Info, and Add Assignment. The right column, labeled "APPS", includes: My Team, Onboarding, Hiring, Performance Overview, Career Overview, Performance, Talent Review, Learning, Users and Roles, New Person, Workforce Compensation, Workforce Modeling, Workforce Predictions, and Personal Brand. A red arrow points from the "My Team" menu item down to a "Show More" button, which is also highlighted with a red box.

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

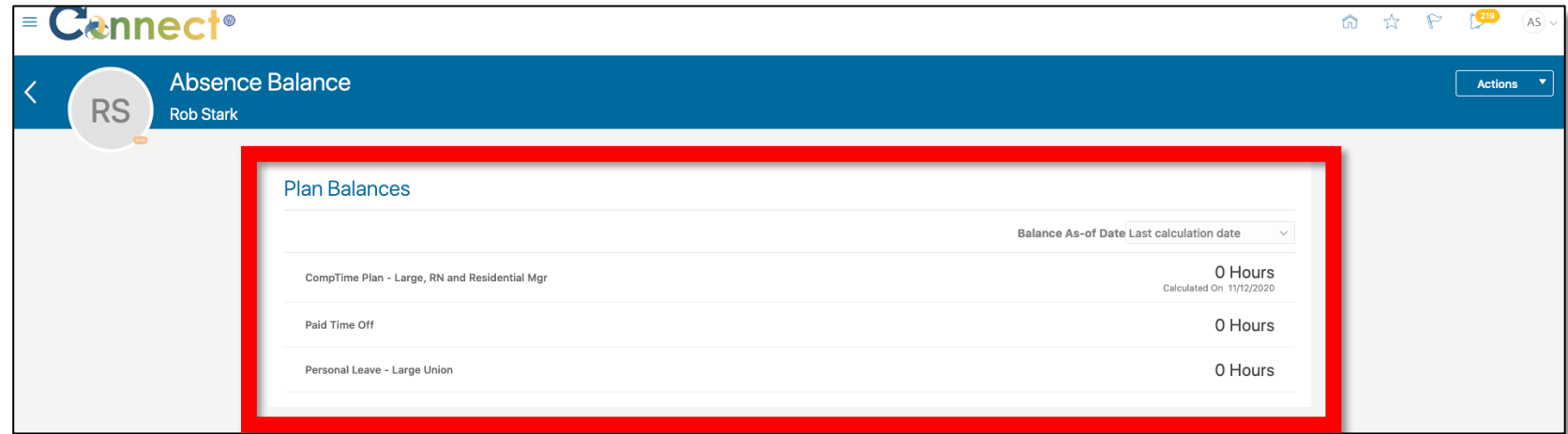


4. Click on the employee for which you want to view the **Absence Balance**. If needed, use the **search box**.

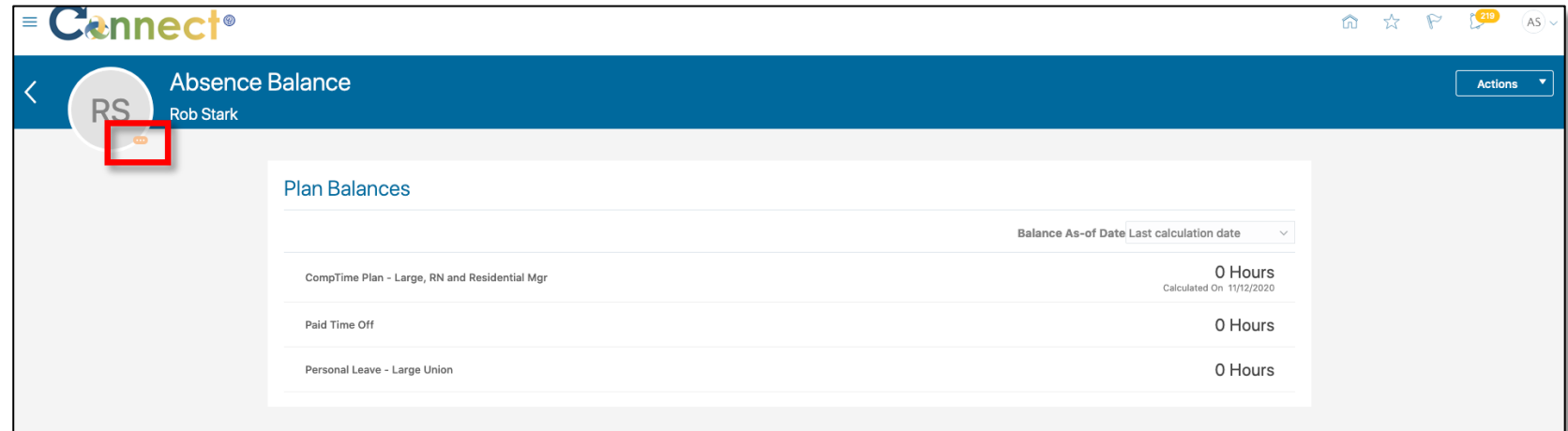
The screenshot shows the 'Absence Balance' page in the Connect system. At the top, there is a search box labeled 'Search for a Person'. Below this, a section titled 'Direct Reports' lists several employees with their initials, names, titles, and email addresses.

Initials	Name	Title	Email
BT	Brienne Tarth	REGISTERED DIETITIAN SR	
ES	Eddard Stark	REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo	REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell	REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
MG	Michelle Gunter	SUPERVISOR 2A	
RS	Rob Stark	REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy	REGISTERED DIETITIAN SR	

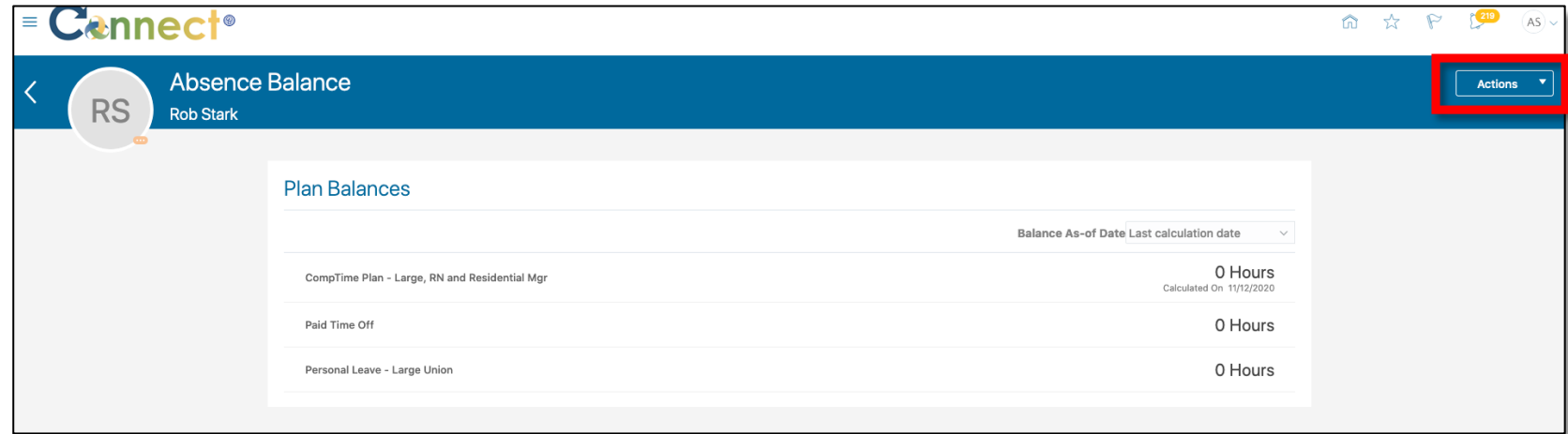
5. **Plan Balances** will appear for the current active plans in which the selected employee is enrolled.



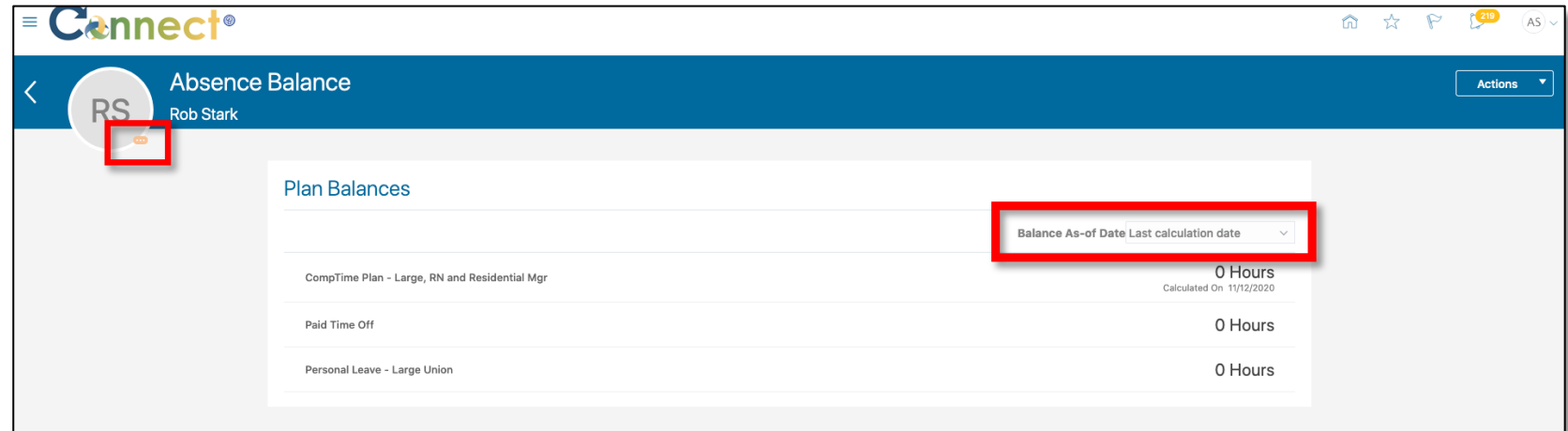
6. To view more information, use the **More Information** button.



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**