

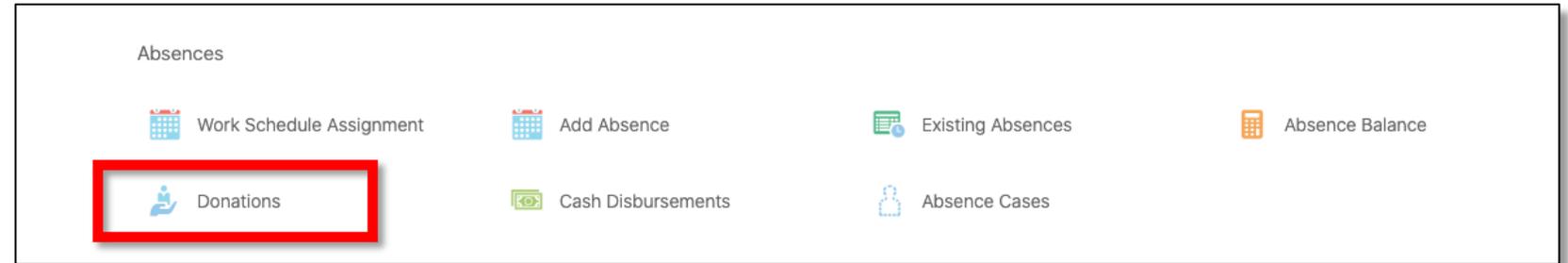
Connect MSS – Reviewing Team Absence Balance Donations

1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

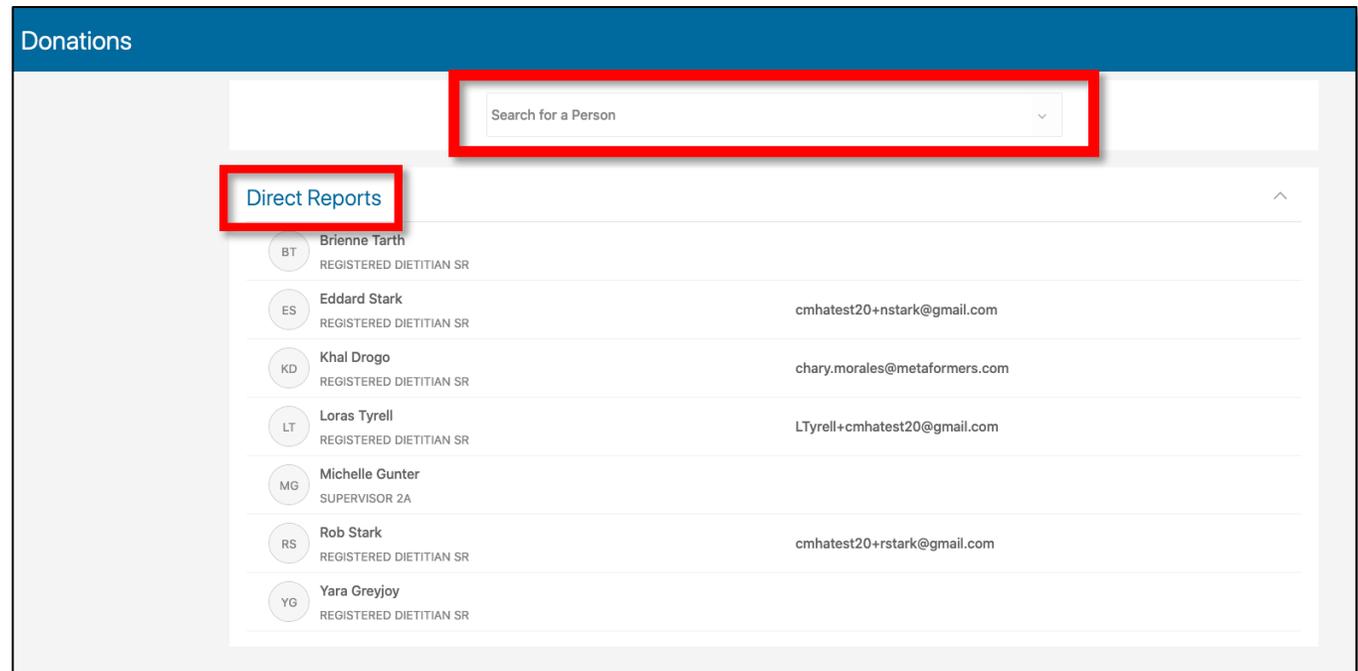
The screenshot displays the Connect MSS dashboard interface. At the top left is the 'Connect' logo. Below it, a greeting reads 'Good evening, Arya Stark!'. A navigation bar contains several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', 'Service', and 'Knowledge'. The 'My Team' item is highlighted with a red box. Below the navigation bar, there are two columns of icons: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' column includes 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Contracts', 'Employee Summary', 'Promote', 'Employment Info', and 'Add Assignment'. The 'APPS' column 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.

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3. Scroll down the page until you see the **Absences** section and select the **Donations** task.



4. Next, click on the employee for which you want to view Donations, either through the **Direct Reports** section or by using the **search box**.



5. On the **Donations** page, you will see a list of absence balance donations for the selected employee.

6. To add an absence balance donation, use the **Add** button.

Note: The **Existing Donations** tiles will show the plan name, duration, date of the transaction, recipient, as well as the status of the request.

End of Procedure

Existing Donations

+ Add

Paid Time Off: 1 Hours

Approved

11/12/2020

Recipient: Hudson