

| Step | Action   |
|------|--|
| 3.   | The Balances page is displayed with the following leave balances as of the specified date: |
|      | - Deferred Holiday Balance   |
|      | - Comp Time Balance<br>- Unsched Hol Balance   |
|      | - Vacation Balance e1 <b>TE</b> Tn-<br>- Sick Balance                                      |
| 4.   | To view potential future leave, click the <b>Forecast Balance</b> menu.                    |
|      |  |
| 5.   | The Forecast Balance options are displayed.  |

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|                     | Deferred Holiday Balance                               |   |   |
|---------------------|--|---|---|
|                     | As Of 02/06/2021                                       |   | 0.00 Hours  |
|                     | Comp Time Balance<br>As Of 02/06/2021                  |   | 0.00 Hours  |
|                     | Vacation Balance<br>As Of 02/06/2021                   |   | 94.00 Hours   |
|                     | Sick Balance<br>As Of 02/06/2021                       |   | 44.00 Hours   |
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|                     |  | ✓ Forecast Balance  |   |
| Ē                   |  |   | As of Date 03/01/2  |
| and the spin second |  |   | Filter hv Tune Vacati   |
|                     |  |   | t Absence Name  |
|                     |  |   |   |

| Step | Action   |  |
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| 9.   | Select the appropriate option from the displayed list. |  |
|      | Vacation   |  |

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|--|---|---|----------------|--|
| and the second sec |   |   | Pafarond Uplid |  |
|  | Comp Time-Balance   |   |                |  |
|  | Vacation Balance  |   |                | <b>n</b> r mr                                  |
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| TESS ROLL CLASS  |   |   |                |  |
| iltenbr=Ture=_Vacation   |   |   | -              |  |
|  |   |   |                |  |
|  |   |   |                |  |

| Step | Action   |
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| 10.  | The Absence Name is displayed with the Current Balance for the selected Absence Type.<br>Click the <b>Forecast Balance</b> button. |
|      | Cher the Forecast Datanee button.  |



| Step | Action                              |
|------|-------------------------------------|
| 11.  | The Forecast Details are displayed. |