

ESS – Leave & Time – Display Absences

The *Display Absences* screen under *Leave & Time* allows employees to display each instance of an absence for a calendar year.

1. **Display Absences** - Select the *Display Absences* link from the *Leave & Time* menu in ESS.
 - 1.1. The following screen will appear. Enter the desired *Start Date* and *End Date*. Otherwise, the system will default to the start of the current leave calendar year.

Display Absences

Search Options

Enter the start date and end date for the period you wish to view:

Start Date:

End Date:

- 1.2. Click *Display Results* and the following screen will appear.

Display Absences

Search Options

Enter the start date and end date for the period you wish to view:

Start Date:

End Date:

Info If the absence was an entire working day, then no start or end time will show.

Info Clicking the column header will sort the table by selected column.

Results Table

Filter by Absence Type		Show All Absences <input type="button" value="▼"/>			
Absence Type	Start Date ▲	End Date	Start Time	End Time	Hours
Personal Leave	2/1/2010	2/1/2010	2:00 PM	3:00 PM	1.00
Personal Leave	2/15/2010	2/15/2010	8:00 AM	3:00 PM	6.50
Sick Leave	2/16/2010	2/16/2010			7.50
Sick Leave	2/17/2010	2/17/2010			7.50
Personal Leave	2/19/2010	2/19/2010	1:30 PM	3:00 PM	1.50
Personal Leave	4/9/2010	4/9/2010	9:30 AM	3:00 PM	5.00

NOTE: Clicking the column header will sort the table by the selected column. For example, clicking on *Start Date* will sort the records in ascending or descending order.

NOTE: The option to *Filter by Absence Type* allows users to view a filtered list. For example, a user may wish to view only the leave type of *Sick Leave*.

1.3. To return to the *Leave & Time* menu, use the *Back* button in the upper right-hand corner of the ESS screen or the *Leave & Time Overview* link on the left of the ESS screen.

