## How do I view my absence history, calendar and annual leave entitlement balances?

You are able to view your absence history and your entitlement to annual leave using the Employee Self Service. You can view the history for specific absence types, reasons, and start and end dates.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



You can view specific periods of absence by using the search criteria in the Search area. A search can be made on a specific Absence Type, Approval Status, and absences that started or ended on specific dates.

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Select the appropriate absence type to view from	the list.
Click the <b>Go</b> button to perform a search.	
All of your leave records for the selected absence to the selected absenc	type will display.
Click the Entitlement Balances tab on your Absence	ce Summary page to review your annual leave
entitlement balance. Here you can review the num	nber of hours remaining for the current entitlement
period.	0 * <b>* # 0</b> # #
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Copyright (c) 1998, 2019, Oracle and/or its affiliates. All rights reserved. To view your annual leave balance for another entitle and click the Go button.	ement period, enter a date in the Effective Date field
Click the <b>Portal</b> icon     Portal     in the top right-hand co	rner of the page to return to the <b>My ESR Dashboard</b> .

## **Absence Calendar**

- Select **My Absence** from the sidebar navigation pane, on the left.
- To view your absence calendar, click the **Absence Calendar** button.
- Your individual absence calendar is displayed. Note that the current month is displayed in **bold red text**

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included in the Entitlement figure. These will only be displayed if you have an applicable accrual plan.

**Carry Over**: A value will only be displayed if any leave has been carried over from a previous entitlement period.

Taken: This figure displays your annual leave which has been approved as of today's date.

**Booked**: This figure displays your annual leave which has been booked in the future, i.e. from today's date until the end of your annual leave year, we don't use for Annual Leave currently.

**Remaining:** This is a calculation of your entitlement less annual leave taken and booked.