

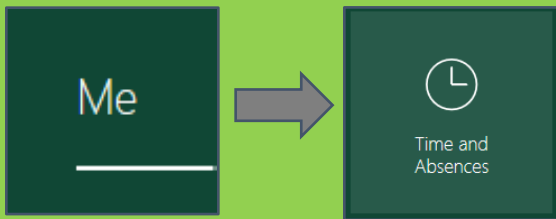


Viewing & Forecasting Leave Balances

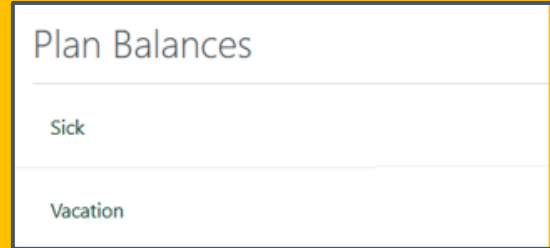
To view current and estimate future leave accrual balances associated with the absence plan you are enrolled in, follow the steps outlined in this guide.

-----Start Here-----

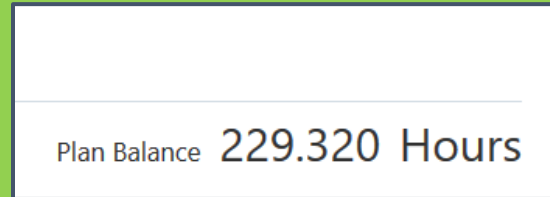
Login to Ignite and navigate to Me > Time and Absences.



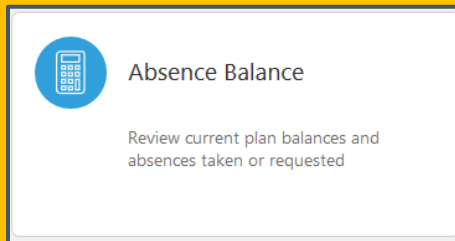
Select the desired Plan by clicking the plan name.



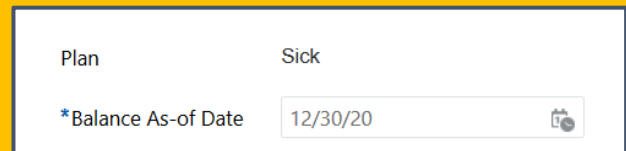
Your current plan balance will display in the upper right-hand corner of the page.



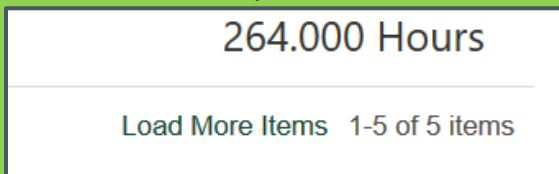
Find and select the Absence Balance tile.



To forecast your leave accrual, update the Balance As-of Date in the upper left-hand corner and click out of the field.



Here you will see your available leave types. If you are enrolled in more than 5 absence plans, select Load More Items to view all plans.



The balance will update based on the new date entered. Repeat this process for all desired plan types.

