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**

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

2. **Find and select the Absence Balance tile.**

3. **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.**

4. **Select the desired Plan by clicking the plan name.**

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

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

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