In Ignite, line managers can keep track of their direct reports’ absence history by navigating to the following work area:

1. Click the **My Team** tab.
2. Scroll down and select **Show More** at the bottom of the Quick Actions list.
3. Scroll until you reach the **Absence** header.
4. Under Absences, select **Existing**.

Once arrived in the Existing Time work area, you will see a list of your direct reports. To view the absence history of a specific employee, you can enter their name in the **Search** bar, or, select their name from the list.

You will be taken to the Absence Overview page of your direct report. Click the **drop-down arrow** to select the time period for which you’d like to view. To view completed absences, select a pre-defined date in past, or enter a **Specific Date Range**. You can also view planned absences by selecting **Future**.
By selecting **All**, you will see all absences, both completed and upcoming (Scheduled), for the employee. Change the view filter as often as needed.

### Absences

<table>
<thead>
<tr>
<th>Absence</th>
<th>Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation: 40.000 Hours</td>
<td>Scheduled</td>
<td>6/1/20 - 6/5/20</td>
</tr>
<tr>
<td>Sick: 24.000 Hours</td>
<td>Completed</td>
<td>3/30/20 - 4/1/20</td>
</tr>
</tbody>
</table>

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**Viewing Team Absence Balances:**

In Ignite, line managers can keep track of their direct reports’ absence balances by navigating to the following work area:

1. Click the **My Team** tab
2. Scroll down and select **Show More** at the bottom of the Quick Actions list.
3. Scroll until you reach the **Absence** header and select **Absence Balance**.
Once you arrive at the Absence Balance landing page, a listing of your direct reports will appear. Select an employee's name to view a summary of their absence accrual balance.

The leave balance summary will appear. Repeat with subsequent employees to view and monitor accrual balances.