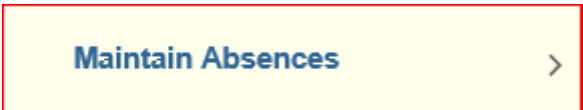
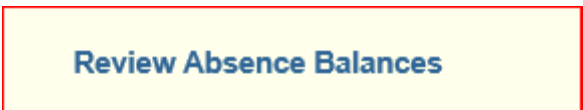
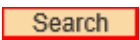


**AM006.05: Viewing Absence Balances Using the Navigator Menu**

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Global Payroll & Absence Mgmt menu. 
4.	Click the Payee Data menu. 
5.	Click the Maintain Absences menu. 
6.	Click the Review Absence Balances menu. 
7.	Search for the employee by populating the Empl ID or Last Name field. 
8.	Click the Search button. 
9.	A summary of the current absence ("element") balances displays for the selected employee.



Step	Action
10.	You have successfully completed the Viewing Absence Balances Using the Navigator Menu topic. End of Procedure.