Request Time Off with Balance Forecasting

Step	Action
1.	Click in the **User ID** field.
2.	a valid value e.g. Enter "**michael.charnasky**" into the **User ID** field.
3.	Click in the **Password** field.
4.	a valid value e.g. Enter "**welcome1**" into the **Password** field.
5.	Click the **Sign In** button. Sign In
6.	Click the **Absence Request** link. Absence Request
7.	Click the **View Absence Request History** link. View Absence Balances
8.	Click the **Return to Absence Request** link. Return to Absence Request
9.	Click in the **Start Date** field. 08/27/2015
10.	Press **[Backspace]**.
11.	a valid value e.g. Enter "**09/01/2015**" into the **Start Date** field.
12.	Click the **Filter by Type** drop-down list. All
13.	Click the **Annual Leave** list item. Annual Leave
14.	Click the **Absence Name** drop-down list. Select Absence Name
15.	Click the **Annual Leave Take** list item. Annual Leave Take
16.	Click the **Reason** drop-down list. Select Absence Reason

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17.	Click the **Annual Leave** list item. Annual Leave
18.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.
19.	Click in the **Duration** field.
20.	a valid value e.g. Enter "**8**" into the **Duration** field.
21.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration
22.	Click the **Forecast Balance** button. Forecast Balance
23.	Click the **View Forecast Details** link. View Forecast Details
24.	Click the **Return to Absence Request** link. Return to Absence Request
25.	Click the **Submit** button. Submit
26.	Click the **Yes** button. Yes
27.	Click the **OK** button. OK
28.	Click the **Home** link. Home
29.	Click the **Sign out** link. Sign out
30.	**End of Procedure.**