View Absence Balances

Step	Action
1.	Click in the **User ID** field.
2.	Enter "**marti.robinson**" into the **User ID** field.
3.	Click in the **Password** field.
4.	Enter "**welcome1**" into the **Password** field.
5.	Click the **Sign In** button. Sign In
6.	Click the **Main Menu** button. Main Menu
7.	Click the **Self Service** menu. Self Service
8.	Click the **Time Reporting** menu. Time Reporting
9.	Click the **View Time** menu. View Time
10.	Click the **Absence Balances** menu. Absence Balances
11.	View your available balances.
12.	Click the **Home** link. Home
13.	Click the **Sign out** link. Sign out
14.	**End of Procedure.**