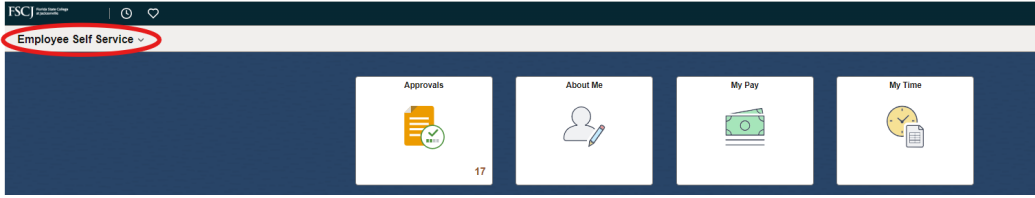


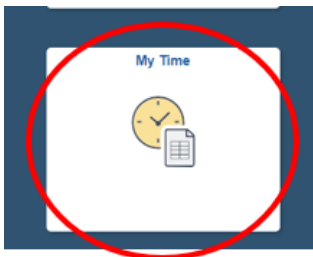
How to View Absence Balances

Employees can view their Annual Leave balance by following the steps below:

1. Log into myFSCJ, then select Employee Self Service.



2. Click on the My Time tile.



3. Click on the Absences tile.



4. Select Absence Balances on the left menu.

