## ESS – Leave & Time – Display Absences

The *Display Absences* screen under *Leave & Time* allows employees to display each instance of an absence for a calendar year.

- 1. Display Absences Select the Display Absences link from the Leave & Time menu in ESS.
  - **1.1.** The following screen will appear. Enter the desired *Start Date* and *End Date*. Otherwise, the system will default to the start of the current leave calendar year.

Display Absences					
Search Options					
Enter the start date and end date for the period you wish to view:					
Start Date:	1/2/2010				
End Date:	1/14/2012	6			
Display Results Clear Results					

**1.2.** Click *Display Results* and the following screen will appear.

	nces						
Search Options							
Enter the start da	ate and end d	ate for the period yo	ou wish to view:				
Start Date:	1/2/2010	67					
Ind Date:	1/14/2012	<b>1</b>					
Display Results	Clear Results						
Clicking the col	umn header wi	il sort the table by sele	cted column.				
Clicking the col	umn header wi	Il sort the table by sele	cted column.				
Clicking the col Results Table Filter by Absen	umn header wi ice Type Show	Il sort the table by sele	cted column.	са «Обождой»			
E Clicking the col Results Table Filter by Absen Absence Type	umn header wi ice Type Shov	Il sort the table by sele v All Absences Start Date ≜	cted column.	Start Time	End Time	Hour	
Clicking the col     Clicking the col     Results Table     Filter by Absen     Absence Type     Personal Leave	umn header wi	Il sort the table by select v All Absences Start Date ▲ 2/1/2010	End Date 2/1/2010	Start Time 2:00 PM	End Time 3:00 PM	Hour 1.0	
Clicking the col     Results Table     Filter by Absen     Absence Type     Personal Leave     Personal Leave	umn header wi	Il sort the table by select v All Absences Start Date ▲ 2/1/2010 2/15/2010	End Date 2/1/2010 2/15/2010	Start Time 2:00 PM 8:00 AM	End Time 3:00 PM 3:00 PM	Hour 1.0 6.5	
Clicking the col     Results Table     Filter by Absen     Absence Type     Personal Leave     Personal Leave     Sick Leave	umn header wi	Il sort the table by select v All Absences Start Date ▲ 2/1/2010 2/15/2010 2/16/2010	End Date 2/1/2010 2/15/2010 2/16/2010	Start Time 2:00 PM 8:00 AM	End Time 3:00 PM 3:00 PM	Hour 1.0 6.5 7.5	
Clicking the col     Results Table     Filter by Absen     Absence Type     Personal Leave     Personal Leave     Sick Leave     Sick Leave	umn header wi	Il sort the table by select v All Absences Start Date ≜ 2/1/2010 2/15/2010 2/16/2010 2/17/2010	Cted column.	Start Time 2:00 PM 8:00 AM	End Time 3:00 PM 3:00 PM	Hour 1.0 6.5 7.5 7.5	
Clicking the col     Results Table     Filter by Absen     Absence Type     Personal Leave     Personal Leave     Sick Leave     Sick Leave     Personal Leave	umn header wi	Il sort the table by select v All Absences Start Date ▲ 2/1/2010 2/15/2010 2/16/2010 2/17/2010 2/19/2010	End Date 2/1/2010 2/15/2010 2/16/2010 2/17/2010 2/19/2010	Start Time 2:00 PM 8:00 AM 1:30 PM	End Time 3:00 PM 3:00 PM 3:00 PM	Hour 1.0 6.5 7.5 7.5 1.5	

NOTE: Clicking the column header will sort the table by the selected column. For example, clickin on *Start Date* will sort the records in ascending or descending order.

NOTE: The option to *Filter by Absence Type* allows users to view a filtered list. For example, a user may wish to view only the leave type of *Sick Leave*.

**1.3.** To return to the *Leave & Time* menu, use the *Back* button in the upper right-hand corner of the ESS screen or the *Leave & Time Overview* link on the left of the ESS screen.

Home Employee Self-Service	SAS Internal Tools	
Overview   Personal Information   Be	nefits   Leave & Time   Payroll   My First Days   Help Documents	
Display Absences Detailed Navigation Leave & Time Overview	Display Absences Search Options	History Back Forward
J	Enter the start date and end date for the period you wish to view:	