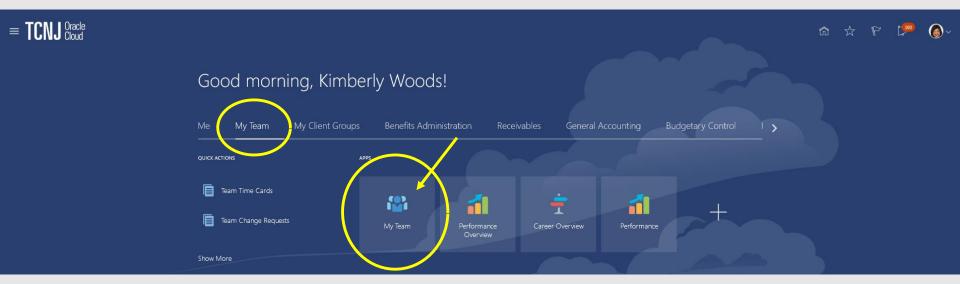# How To View the Absence Balance of a Person You Supervise in the HCM Cloud

1. Make sure **My Team** is underscored
2. Click **My Team**

Click the three dots beside the employee's name and a drop down menu will appear.