



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**

The screenshot displays the Oracle Cloud user interface for Kimberly Woods. At the top left, the logo reads "TCNJ Oracle Cloud". The top right corner contains navigation icons: a home icon, a star, a flag, a notification bell with "390", and a user profile icon. The main header area says "Good morning, Kimberly Woods!". Below this is a horizontal navigation bar with the following items: "Me", "My Team" (circled in yellow), "My Client Groups", "Benefits Administration", "Receivables", "General Accounting", and "Budgetary Control". Underneath the navigation bar, there are two sections: "QUICK ACTIONS" with "Team Time Cards" and "Team Change Requests", and "APPS" with "My Team" (circled in yellow and pointed to by a yellow arrow), "Performance Overview", "Career Overview", and "Performance". A "Show More" link is located at the bottom left of the apps section.

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

The screenshot shows the Oracle Cloud HCM interface. The top navigation bar includes the TCNJ Oracle Cloud logo, a home icon, a star icon, a flag icon, a notification bell with '390', and a user profile icon. The main header area contains a back arrow, 'Overview', and 'My Team'. The left sidebar has 'Overview' and 'Compensation' options. The main content area is titled 'Overview' and features a search bar for 'Search Person', a 'Show Filters' button, an 'Actions' dropdown, and a 'Sort By' dropdown set to 'Name ascending'. Below this is a 'Workers' section with a list of employees. The first employee, Cynthia Bishop-Lyons, has a profile picture, name, title 'Associate Director, Benefits', and a summary '2 Directs, 4 Total'. A red circle highlights the three-dot menu icon next to her name. A blue arrow points from this icon to a dropdown menu that is open, listing various actions such as 'Absence Balance', 'Absence Cases', 'Add Absence', 'Add Anytime Document', 'Add Development Goal', 'Add to Succession Plan', 'Additional Assignment Info', 'Cash Disbursements', 'Change Assignment', 'Change Legal Employer Dashboard', 'Change Location', 'Change Manager', and 'Change Working Hours'. A blue bracket on the right side of the menu is labeled 'Select from this menu.'.

Worker	Summary
Cynthia Bishop-Lyons Associate Director, Benefits	2 Directs, 4 Total
Jonathan Cochran Director of Human Resources Operations	6 Directs, 6 Total
Brenda Cohen Pooled Cont College Advancement	Contingent worker
Karlene Morrison Pooled Cont College Advancement	Contingent worker
Thomas Murray Pooled Cont College Advancement	Contingent worker
Guy Norman Pooled Cont College Advancement	Contingent worker