Directions for Viewing Leave Balances in Absence Management

1. Log in to Launchpoint.

2. Click on the Absence Management Icon

3. Log in to Launchpoint again

4. From the Frontline Landing page click Absence Management

5. From the Index (located on left side of screen) click on Account

6. Then from the Account Screen click the Absence Reason Balances Tab

7. The Absence Reason Balances Screen will Display your most up to date Leave Information. The screen will display the Initial balances with the as of date, the number of days used, number of pending days and total balance. FOR EXAMPLE: