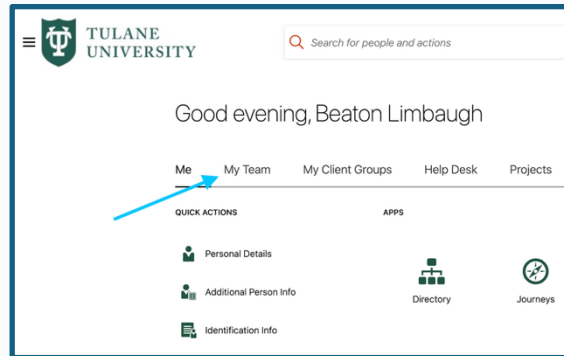


**Purpose:**

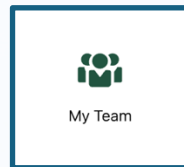
For Tulane employees with Line Manager/My Team access in WaveWorks to review direct report accrual balances (Floating Holiday, Sick, Vacation, etc.).

**Step-by-Step:**

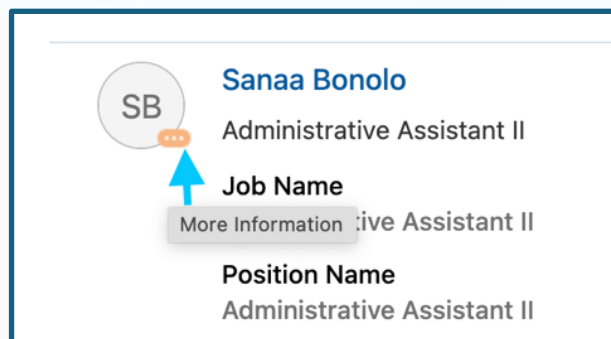
1. From the WaveWorks homepage, select **My Team** tab.



2. Select the **My Team** icon on the My Team page.

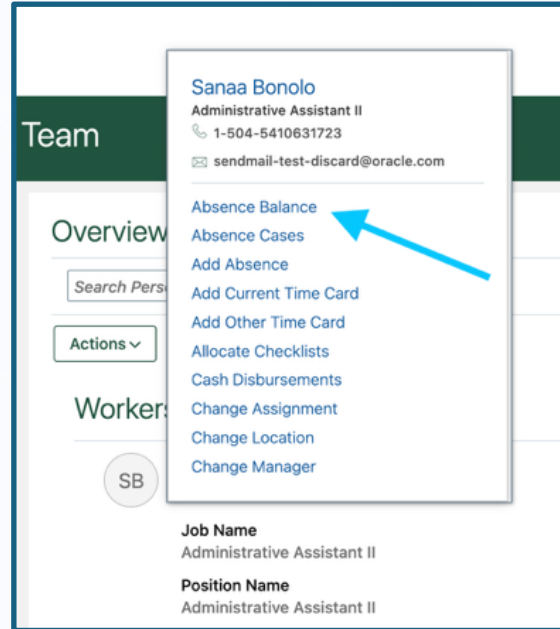


3. Select the yellow three-dot icon on the employee's initials circle. A menu will appear.

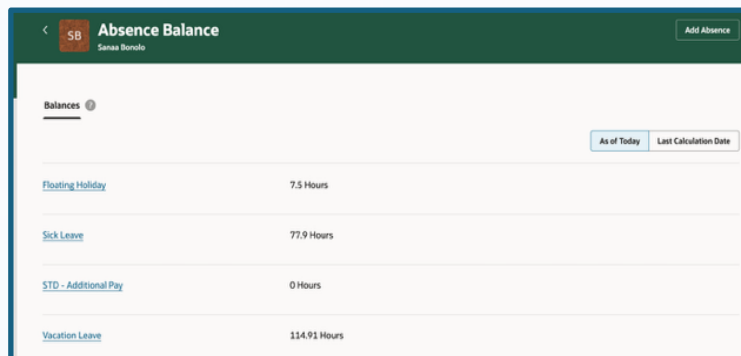


# Quick Reference Guide: Absence Management – View Team Accrual Balances

- 4. Select **Absence Balance** to view accrual totals.



- 5. View **Direct Report** accrual totals.



The screenshot displays the 'Absence Balance' report for Sanaa Bonolo. It includes a table with the following data:

Category	Hours
Floating Holiday	7.5 Hours
Sick Leave	77.9 Hours
STD - Additional Pay	0 Hours
Vacation Leave	114.91 Hours