

## View Reason Balances

 This feature is for the new user interface only.

Use this page to review information for each reason:

- The balance remaining prior to approval.
- Total time allocated.
- Total time used.
- Time used.
- Remaining hours pending approval. If your district does not use absence approval, this is always zero.
- The new balance after pending approval.

The Uses Allocation From field lists any reasons used to fill time from a different reason. For example, if you use a reason named Sick towards a reason name Personal Time, this field would display Sick for Uses Allocation From in the Personal Time reason section.

To view reason balances:

1. Choose **Reason Balances**. For the mobile app, from the **Absences** menu, click the **Balances** tab.
2. Review all reason information.