As a Manager you can view available sick/vacation balances for your employees via Manager Self Service tab in BUworks portal.

1. Log on to **BUworks Central** [https://ppo.buw.bu.edu](https://ppo.buw.bu.edu)
2. Click on **Manager Self Service** tab
3. Click on **General Information** under Employee Information
4. From the list of Org. Units (departments), click on the appropriate **department** and then click on “Go”
5. From the list of employees shown, click on the **specific Employee’s name** whose time balances you wish to view
6. Click on “**Time Balances Overview**” on the far right under Related Activities
7. The first column displays Absence Type (Sick, Vacation) and the last column to the right displays **Available Balance** in hours