



## Alert • Alert •Alert •Ale

INFORMS Users,

Please be advised that the INFORMS team is currently working on remediating an issue where current annual and sick leave balances may not be correctly reflected on the Absence Balance Tile. (Navigation: Employee Self-Service → Time and Absence → Absence Balances)

However, the balances are correct in the Employee Information tile within Employee Self-Service. Therefore, in the interim, please use the My Employee Information tile to view your leave balances. (Navigation: Employee Self-Service → My Employee Information)

Please note that this display issue will not impact eligibility for absence requests. We will provide notification once the issue has been resolved. We apologize for the inconvenience that this has caused and appreciate your patience in this regard.

Thank you,

**INFORMS** Team