CTO BALANCES

Easily see how much CTO each of your eligible staff members has accrued.

1. Log into Oracle HCM.
2. Click "My Team."
3. Click on the "My Team" app/tile.
4. Scroll to the employee you want to view and click on the three grey dots to the right.
5. In the drop-down options, click "Absence Balance."

Once you're on this page, scroll to "Plan Balances." Here you'll see current available balances in both CTO and SLR accounts.

Reference guides you may find helpful:
Reference guide one – managing absences
Reference guide two – entering absences for your employee

SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email HR@middlebury.edu