This report can be run to get accrual balances for employees in your Supervisory Org.

Running of report
1. On the Workday homepage, type time off in the search menu

2. Select Time Off Balances by Supervisory Org

More questions? Please contact the helpdesk at hrpayrollsupport@cornell.edu.
3. Select the Supervisory Organization(s)
4. Select Include Subordinate Organizations
5. Effective as of Date - Fill in the date you wish to use
6. Select Non-Exempt
   - **Worker** - Not required.
   - **Exclude Time Off Plans for Positions** – can use this to exclude certain plans but is not required.
7. Click **OK**
8. In the Report:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Worker</th>
<th>Position</th>
<th>Supervisory Organization</th>
<th>Supervisory Org Name</th>
<th>Supervisory Org Code</th>
<th>Exempt</th>
<th>Employee Type</th>
<th>Job Family Group</th>
<th>Job Family</th>
<th>Job Profile</th>
<th>Scheduled Weekly Hours</th>
<th>Eligible Time Off Plans for Position</th>
<th>Time Off Balance for Position</th>
<th>Unit of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3975634</td>
<td>Heather Ann Weese</td>
<td>00103294</td>
<td>DVA-Payroll Office SUBO (Diane K. Thurn)</td>
<td>DVA - Payroll Office</td>
<td>PAYROLL</td>
<td>No</td>
<td>Regular</td>
<td>Staff</td>
<td>Fin/Budget/Planning</td>
<td>10004 - Accounts Rep IV</td>
<td>39 Health &amp; Personal Leave - BW</td>
<td>59.7122021</td>
<td>Hours</td>
<td></td>
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<td></td>
<td>Paid Time Off - BW</td>
<td>0 Hours</td>
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<td></td>
<td>Sick Leave - BW</td>
<td>0 Hours</td>
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<td></td>
<td></td>
<td>Vacation - BW</td>
<td>38.561198</td>
<td>Hours</td>
<td></td>
</tr>
</tbody>
</table>

- You will see each Worker, Employee ID, Position, Supervisory Organization/Name/Code, Exempt, Employee Type, Job Family Group, Job Family, Job Profile, Scheduled Weekly Hours, Time Off Plan, Time off Balance for Position, Unit of Time for the position

**2. Using the report**

1. You may Export to Excel
2. You May filter this report
3. You may see this report as a graph

More questions? Please contact the helpdesk at hrpayrollsupport@cornell.edu.