How Do I View My Time Off Balances?

**Note:** Effective January 4, 2018, both exempt and non-exempt employees will be able to create, view and manage time off requests through Workday.

1) From the **Workday** icon (Home Page), click on the **Time Off** worklet.

2) Under the **View** menu, click the **Time Off Results by Period** link which allows you to view a snapshot within a range of pay periods.

   **Notes:** You can also view **Time Off Balance** which allows you to view balances as of a specific date. You can also access the **Time Off Results by Period** page from your worker profile, by clicking the Related Actions icon next to your name. Under **Actions**, select **Time and Leave>View Time Off Results by Period**.

3) The prompts ask you to enter the **Time Off Plans** (Health & Personal Leave and/or Vacation) and the **Periods** (first select the year that you wish to view; then corresponding pay periods will appear in the drop-down and select applicable one(s) for inquiry).

4) Click **OK**.

5) The screen displays in a grid view (see next page).
What does this Balance information mean?

<table>
<thead>
<tr>
<th>Balance Period</th>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Position</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Time Off Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Time Off Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2016 - 06/15/2016 (Semi Monthly)</td>
<td>Health &amp; Personal Leave - SM</td>
<td>Days</td>
<td>HR Subject Specialist 18</td>
<td>84.5</td>
<td>8</td>
<td>6</td>
<td>87</td>
<td>0.5</td>
<td>0</td>
<td>0</td>
<td>87.5</td>
<td>87.5</td>
</tr>
<tr>
<td>Vacation</td>
<td>Days</td>
<td>HR Subject Specialist 18</td>
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<td>13.3228</td>
<td>6</td>
<td>46.4995</td>
<td>0.8333</td>
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<td>0</td>
<td>47.3328</td>
<td>47.3328</td>
<td></td>
</tr>
<tr>
<td>06/16/2016 - 06/30/2016 (Semi Monthly)</td>
<td>Health &amp; Personal Leave - SM</td>
<td>Days</td>
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<td>8.5</td>
<td>6</td>
<td>87.5</td>
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<td>1</td>
<td>0</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td>Vacation</td>
<td>Days</td>
<td>HR Subject Specialist 18</td>
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<td>46.9994</td>
<td></td>
</tr>
</tbody>
</table>

a) **Balance Period** - the pay period in which you are viewing the information for.

b) **Time Off Plan** - the plan (either Vacation and/or Health and Personal) that you are viewing.

c) **Beginning Year Balance** – accrual year balance view begins on 10/16 of the prior year.

d) **Accrued Year to Date** - your personal accrual rate (based on years of service and FTE) multiplied by the number of pay periods since accrual year begin date (10/16).

e) **Time Off Paid Year to Date** - any time off that has been paid since the accrual year begin date (10/16).

f) **Beginning Period Balance** - your balance as of the beginning date in the **Balance Period** (pay period) specified.

g) **Accrued in Period** - the amount of accruals earned during the pay period(s) specified (based on years of service and FTE).

**Note:** Please be aware that accruals are granted on the last day of the pay period and only eligible to be used thereafter (i.e. not to be used retroactively).

h) **Time-Off Paid in Period** - any time off that has been paid during the pay period(s) specified.

i) **Carryover Forfeited in Period** – any vacation days over your max accrual amount that are forfeited after cutter process runs on 10/16 of every year. This field populates for Vacation in the 10/16 -10/31 pay period only, should you have an overage.

j) **Ending Period Balance** – balance after accruals earned for the pay period specified.

k) **Ending Period Balance Including Pending Events** – includes the **Ending Period Balance** as well as any time off events not approved by supervisor.