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?

- **Balance Period** - the pay period in which you are viewing the information for.
- **Time Off Plan** - the plan (either Vacation and/or Health and Personal) that you are viewing.
- **Beginning Year Balance** – accrual year balance view begins on 10/16 of the prior year.
- **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).
- **Time Off Paid Year to Date** - any time off that has been paid since the accrual year begin date (10/16).
- **Beginning Period Balance** - your balance as of the beginning date in the **Balance Period** (pay period) specified.
- **Accrued in Period** - the amount of accruals earned during the pay period(s) specified (based on years of service and FTE).
- **Time-Off Paid in Period** - any time off that has been paid during the pay period(s) specified.
- **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.
- **Ending Period Balance** – balance after accruals earned for the pay period specified.
- **Ending Period Balance Including Pending Events** – includes the **Ending Period Balance** as well as any time off events not approved by supervisor.