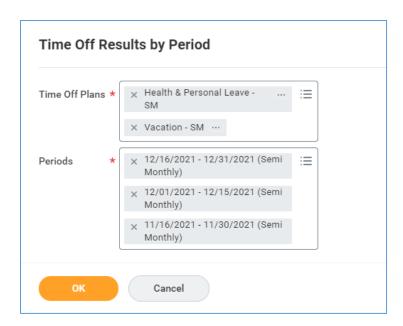Cornell University

How Do I View My Time Off Balances?

Note: Both exempt and non-exempt employees can 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.
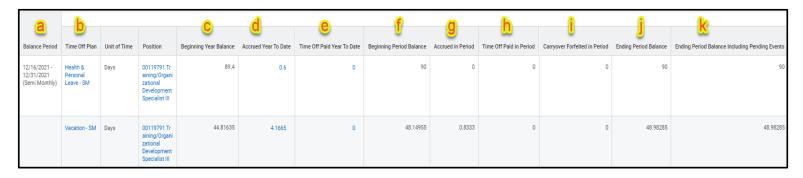
   Note: You can also:

   - View the **Time Off Balance** which allows you to view balances as of a specific date.
   - 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, Sick (union specific), or Vacation) and the **Periods** (first select the year that you wish to view; then corresponding payperiods 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	Time Off Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
	(a)	(b)			(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
	12/16/2021 - 12/31/2021 (Semi Monthly)	Health & Personal Leave - SM	Days	00119791 Training/Organizational Development Specialist III	89.4	0.6	0	90	0	0	0	90	90
		Vacation - SM	Days	00119791 Training/Organizational Development Specialist III	44.81635	4.1665	0	48.14955	0.8333	0	0	48.98285	48.98285

Important: When viewing balances, the following accrual year information applies:

- **Health and Personal (HAP)** plan runs from 10/16 – 10/15.
- **Vacation** plan runs from 1/1 – 12/31.
- **Sick** plan runs from 7/1 – 6/30.

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

b) **Time Off Plan** - the plan that you are viewing.

c) **Beginning Year Balance** – accrual year balance view begins on 1/1 (for vacation), 10/16 (for Health and Personal), and 7/1 for Sick (union specific).

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

   Note: Vacation resets to ZERO on 1/1. HAP resets to ZERO on 10/16 and SICK resets to ZERO on 7/1.

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

   Note: Vacation resets to ZERO on 1/1. HAP resets to ZERO on 10/16 and SICK resets to ZERO on 7/1.

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

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

   Note: Please be aware that accruals are granted on the last day of the payperiod 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 payperiod(s) specified.

i) **Carryover Forfeited in Period** – any vacation days over your max accrual amount that are forfeited after cutter process runs on 12/31 of every year. This field populates for Vacation in the 1/1 -1/15 pay period <u>only</u>, should you have an overage.

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

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