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 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).

![Time Off Results by Period](image)

4) Click **OK**.

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

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

- **Health and Personal (HAP)** plans run from 10/16 – 10/15.
- **Vacation** plans run from 1/1 – 12/31.

  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 1/1 (for vacation) and 10/16 (for Health and Personal).
  
  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 (1/1 for vacation and 10/16 for HAP).
  
  e) **Time Off Paid Year to Date** - any time off that has been paid since the accrual year begin date (1/1 for vacation and 10/16 for HAP).
  
  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 12/31 of every year. This field populates for Vacation in the 1/1 -1/15 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.