



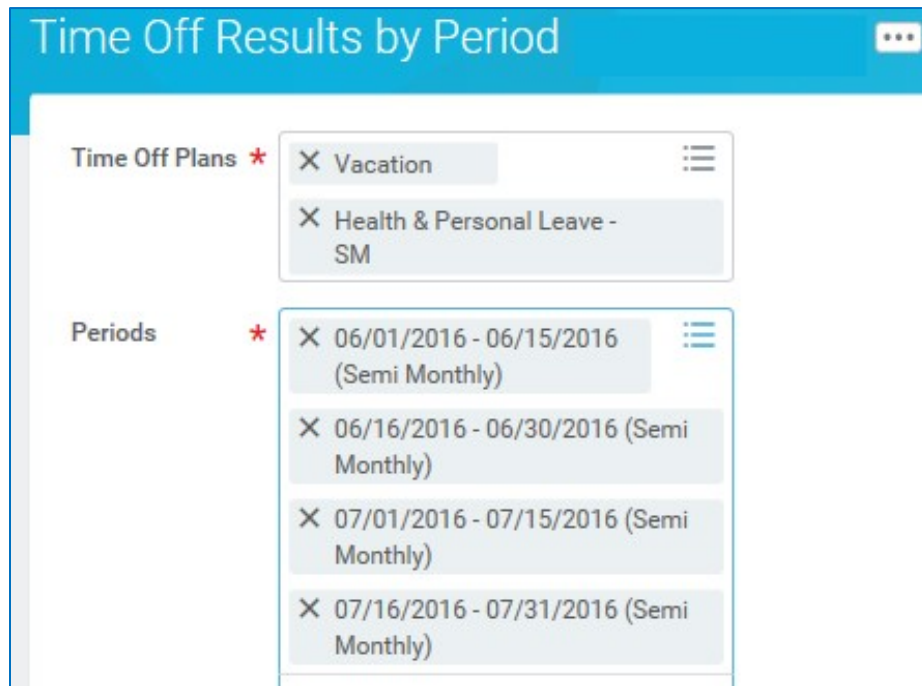
How Do I View My Time Off Balances?

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?

a	b			c	d	e	f	g	h	i	j	k
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
06/01/2016 - 06/15/2016 (Semi Monthly)	Health & Personal Leave - SM	Days	HR Subject Specialist III	84.5	8	5	87	0.5	0	0	87.5	87.5
	Vacation	Days	HR Subject Specialist III	40	13.3328	6	46.4995	0.8333	0	0	47.3328	47.3328
06/16/2016 - 06/30/2016 (Semi Monthly)	Health & Personal Leave - SM	Days	HR Subject Specialist III	84.5	8.5	6	87.5	0.5	1	0	87	87
	Vacation	Days	HR Subject Specialist III	40	14.1661	7	47.3328	0.8333	1	0	47.1661	47.1661
07/01/2016 - 07/15/2016 (Semi Monthly)	Health & Personal Leave - SM	Days	HR Subject Specialist III	84.5	9	6	87	0.5	0	0	87.5	87.5
	Vacation	Days	HR Subject Specialist III	40	14.9994	8	47.1661	0.8333	1	0	46.9994	46.9994

- 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.