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?

<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>Accrual 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>10/16/2021 - 10/31/2021 (Semi Monthly)</td>
<td>Health &amp; Personal Leave – SM</td>
<td>Days</td>
<td>031/9791 Training/Development Specialist III</td>
<td>85.4</td>
<td>5.6</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Vacation - SM</td>
<td>Days</td>
<td>031/9791 Training/Development Specialist III</td>
<td>44.5/163</td>
<td>4.1568</td>
<td>0</td>
<td>48.1495</td>
<td>0.8333</td>
<td>0</td>
<td>0</td>
<td>48.1525</td>
<td>48.1525</td>
<td></td>
</tr>
</tbody>
</table>

**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 **only**, 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.