

View Your Time Off Balances

You can view your time off in two different, helpful ways.

You can either view as of **today** or in the **future**.

View Your Time Off Balance Effective **TODAY**. This is a helpful view if you simply want to see your current balances.

Depending on where today's date falls in the payroll cycle, your balance probably does not include time accrued in the period (unless 'today' is the last day of the pay period) but will include any time off that you have taken this month that has already passed.

1. Log into **Workday**.
2. Click the **Time Off** worklet on your home page.
3. See your **Available Balances of Today** at the bottom of the page.

The screenshot displays the Workday Time Off interface. It is divided into two main columns: 'Request' and 'View'. The 'Request' column contains two buttons: 'Time Off' and 'Time Off Correction'. The 'View' column contains three buttons: 'My Time Off', 'Time Off Balance', and 'Time Off Results by Period'. Below these columns is a section titled 'Available Balance as of Today'. A red arrow points from the right towards this section. Underneath the title, the text 'Does not include future time off requests' is circled in red. Below this, two lines of text show the available balances: '165 Hours - Sick Exempt Time Off Plan' and '90 Hours - Vacation Exempt Time Off Plan'.

Section	Item
Request	Time Off
	Time Off Correction
View	My Time Off
	Time Off Balance
	Time Off Results by Period
Available Balance as of Today	
Does not include future time off requests	
165 Hours - Sick Exempt Time Off Plan	
90 Hours - Vacation Exempt Time Off Plan	

View Your Time Off Balances

You can view your time off in two different, helpful ways.

You can either view as of **today** or in the **future**.

View Your Time Off Balance Effective in the **FUTURE**. This is a helpful view if you want to see balances to help you plan time away from work later in the year.

Notice the Ending Period Balance combines the rollover of time in your Beginning Year Balance **plus** your Accrued Year To Date and **minus** your Time Off Paid Year To Date, which **includes** any approved requests for time off that you have not yet taken.

1. Log into **Workday**.
2. Click the **Time Off** worklet on your home page.
3. Click the **Time Off Balance** button under the View column.
4. In the **As Of** field, select the last day in the pay period of the month in which you are investigating.
5. Click **OK** to view your balance as of the future date.

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Sick Exempt Time Off Plan	Hours	0	165	0	165	0	0	165	165	11/01/2018 - 11/30/2018 (Monthly - Absence)
Vacation Exempt Time Off Plan	Hours	90	45	15	105	15	0	120	120	11/01/2018 - 11/30/2018 (Monthly - Absence)
Total:								285	285	

** Example: If today is September 12th, and you choose to view your time off effective November 30th (last day of the pay period), your Ending Period Balance will include:

- the time off you have accrued in November, as well as
- any vacation days your manager approved in October and November, leaving you with a total of what you will still have available for use in December (but the Ending Period Balance won't include days approved to take off in January. To see that balance, you would have to choose the view date of January 31st). **