## **View** Your Time Off Balances

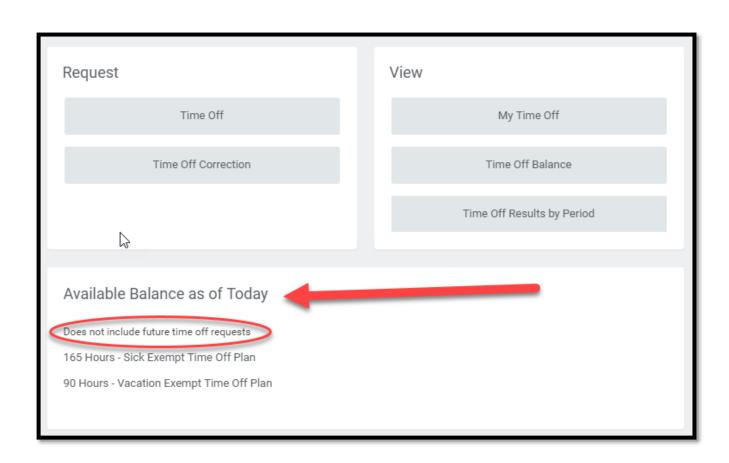
You can view your time off in two different, helpful ways.

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.



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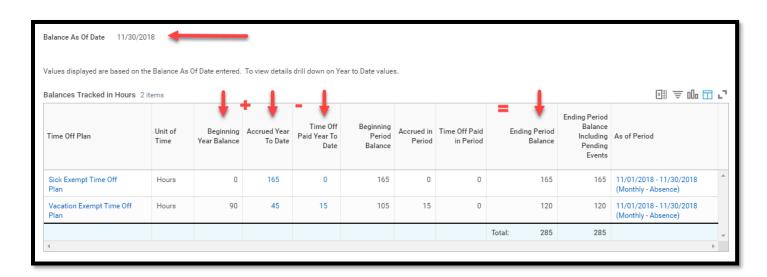
You can view your time off in two different, helpful ways.

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.



- \*\* 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). \*\*