

WORKDAY VIEW TIME OFF BALANCE

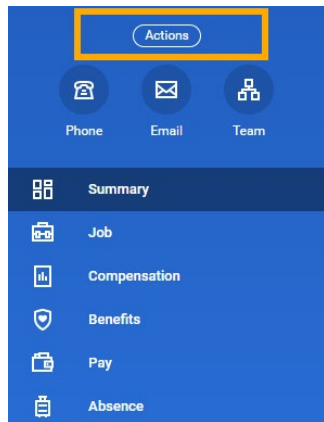
(EMPLOYEES)

This user guide will assist you with viewing your time off balance in Workday.

View Balance

You will be able to enter time from the **Global Menu**.

1. Navigate to the **Employee Profile** in Workday.
2. Click **Actions** in the blue Menu.



3. In the **Enter Time and Absence** section, click **View Time Off Balance**.
4. Within the **Time** grid, select the current date.
5. Click **OK**.

6. This will yield a report with the balances regarding time off.
 - a. Example:

Balance As Of Date 11/26/2024

Values displayed are based on the Balance As Of Date entered.

Balances Tracked in Hours 4 items

Absence Plan	Unit of Time
Sick Leave	Hours
Sick Leave Pool - Donation	Hours
Vacation	Hours

