

Within Workday, leave balances can be viewed as of today or as of a future date.

## Tasks

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### Viewing Leave Balances as of Today

1. From your home page, click the menu option in the upper left-hand corner.



2. Click the **Absence** application (called **Time Off** in the Workday mobile app)
3. Current balances will display in the **Available Balance as of Today** section of the page



Absence

- or -

| Request            |  | View            |  |
|--------------------|--|-----------------|--|
| Request Absence    |  | My Absence      |  |
| Correct My Absence |  | Absence Balance |  |

| Available Balance as of Today                           |  |
|---|--|
| Does not include future absence requests                |  |
| 12 Hours - Comp Special                                 |  |
| 347.68 Hours - Disability Credits                       |  |
| 16 Hours - School, Volunteer Assistance, Public Service |  |
| 291.696 Hours - UStaff                                  |  |
| 143.997 Hours - UStaff Annual Bank                      |  |

4. For more detail, click the **My Absence** button (located in the View section of the page)



Leave policies in the three entities are unchanged by the transition to Workday. For details about your specific leave, consult the appropriate policy:

[Academic Division](#) - [Medical Center](#) - [University Physicians Group](#)

### Viewing Leave Balances for the Year

If you are **University Staff in the Academic Division** your balance displays differently than what you are used to in Oracle. Your leave balance display increases as you accrue it each pay period – Oracle displayed all of your leave at the beginning of the year. You can continue to take your leave throughout the year as you do now, but it displays differently in Workday.

1. Click From the Workday search feature, enter 'Time Off Balance' and select the **Time Off Balance** report.

The screenshot shows a search bar with the text 'Time Off Balance' entered. Below the search bar, a red box highlights the 'Time Off Balance Report' option, which is accompanied by a calendar icon.

2. When prompted for **As Of** date, enter the last day of the last complete pay period of the year. For 2022, (ACD) enter 12/18/2022. For UPG enter 12/24/2022.
3. Click **OK**

The screenshot shows the 'Time Off Balance' report interface. The 'As Of' date is set to 12/18/2022, with a calendar icon next to it.




































The next screen will display the types of leave that you have available, which can vary by person. Example leave types shown on this screen include:

- Beginning of year balance
- Leave Accrued YTD
- Absence Paid out to me YTD
- Absence Accrued in this pay period
- Carryover Forfeited
- Total projected balance as of the date

Balance As Of Date 12/22/2019

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

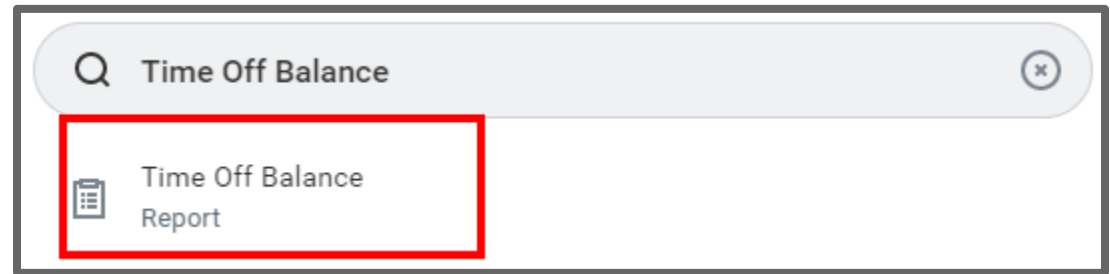
Balances Tracked in Hours 5 items

| Absence Plan                                 | Unit of Time | Beginning Year Balance  | Accrued Year To Date  | Absence Paid Year To Date   | Beginning Period Balance   | Accrued in Period   | Absence Paid in Period | Carryover Forfeited in Period | Ending Period Balance   | Ending Period Balance Including Pending Events                                      | As of Period                                 |
|--|--------------|---|---|---|--|---|------------------------|-------------------------------|---|---|--|
| Comp Special                                 | Hours        |  |  |  |  |  | 0                      | 0                             |  |  | 12/09/2019 - 12/22/2019 (Academic Bi-weekly) |
| Disability Credits                           | Hours        |  |  |  |  |  | 0                      | 0                             |  |  | 12/09/2019 - 12/22/2019 (Academic Bi-weekly) |
| School, Volunteer Assistance, Public Service | Hours        |  |  |  |  |  | 0                      | 0                             |  |  | 12/09/2019 - 12/22/2019 (Academic Bi-weekly) |
| UStaff                                       | Hours        |  |  |  |  |  | 0                      | 0                             |  |  | 12/09/2019 - 12/22/2019 (Academic Bi-weekly) |
| UStaff Annual Bank                           | Hours        |  |  |  |  |  | 0                      | 0                             |  |  | 12/09/2019 - 12/22/2019 (Academic Bi-weekly) |
| Total:                                       |              |   |   |   |  |   |                        |                               | 851.677   | 847.677   |  |

## Viewing Leave Balances as of a Date

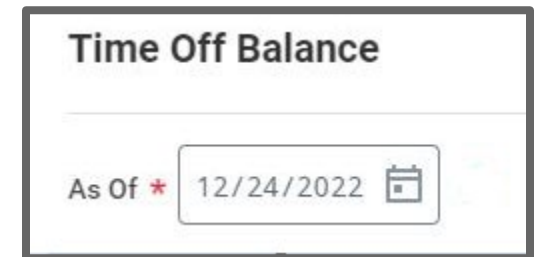
When planning a future absence, **Medical Center team members**, **UPG team members**, and **Academic Division Classified Staff** may want to view how much leave they will have accrued by that date. To do this:

1. From the Workday search feature, enter 'Time Off Balance' and select the **Time Off Balance** report.



2. Enter a date in the **As Of** field.
3. Click **OK**

The next screen will display the types of leave that you will have available by that date as shown in the last screenshot of the previous section.



## Viewing Carryover Forfeited (Use-or-Lose)

To see the amount of leave that will be forfeited if not used by the last pay period of the year:

1. From the Workday search feature, enter 'Time Off Balance' and select the **Time Off Balance** report.
2. When prompted for the **As Of** date, enter the first day of the next year (e.g., 1/1/2023). Medical Center choose the 1<sup>st</sup> pay period that both dates include the next year (2023).



- 3. Click OK.
- 4. The amount of leave that will be forfeited at the end of the year will appear in the “Carryover Forfeited in Period” column.

| Carryover Forfeited in Period |
|-------------------------------|
| 0                             |
| 0                             |
| 16                            |
| 88                            |
| 0                             |

Viewing Leave Balances in Workday Mobile

Leave balances can be viewed within the Workday mobile application.



- 1. Tap the **Time Off** icon in the Workday mobile app. This may appear in the Frequently Used section of the screen, or, you may need to tap **View Apps**.
- 2. By default, today’s date appears in the **Balance As Of** field, and your current leave balance is shown.
- 3. To project leave balances for a future date, tap the **Balance As Of** field, then find the desired date on the calendar.