VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES

From the Absence application:

1. Click **My Absence** under the View section. A report of your Absence Requests displays.

2. Click the **Absence Balances as of Current Date** tab to see your absence balances as of today’s date. Your absence balances are displayed in hours.

VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES AS OF A CERTAIN DATE

From the Absence application:

1. Click the **Absence Balance** button under the View section.

2. Enter a date in the As Of field.
3. Click **OK**. Absence balances are displayed based on the as of date that was entered.

**Note:** Depending on the City’s Eligibility, you may not be able to view the balance for all absence types.

**Absence Balance**

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

<table>
<thead>
<tr>
<th>Absence Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Absence Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Absence Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>Ending Period Balance Including Pending Events</th>
<th>As of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floating Holiday</td>
<td>Hours</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>06/01/2019 - 06/15/2019 (Semi-monthly)</td>
</tr>
<tr>
<td>Paid Time Off</td>
<td>Hours</td>
<td>80</td>
<td>50</td>
<td>0</td>
<td>130</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>130</td>
<td>06/01/2019 - 06/15/2019 (Semi-monthly)</td>
</tr>
</tbody>
</table>

**Note:** Contact your HR Practitioner for any incorrect or leave balance discrepancies.

**STILL HAVE QUESTIONS ABOUT WORKDAY**

For additional support and questions about Workday please contact your agency HR Practitioner.