

How to View Time off Balances

On this job aid:

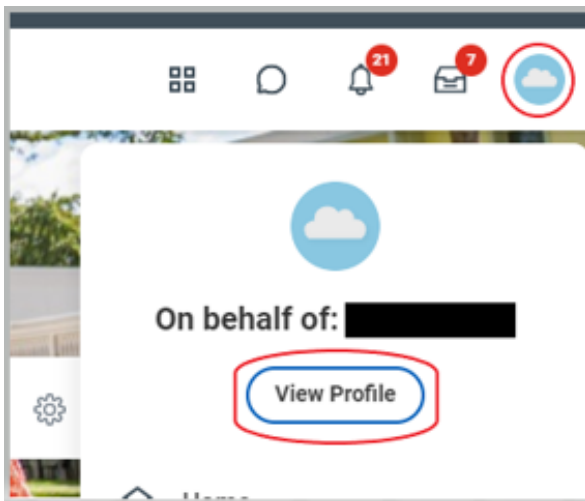
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How to View Time off Balances -

Use this task to view accrued time on a specific pay period and roll off balances

Log into Workday

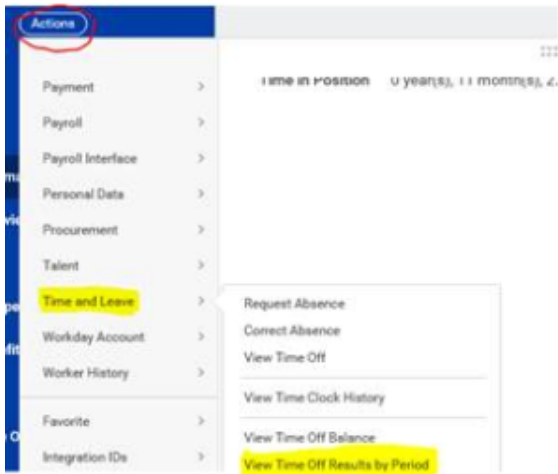
Go to your profile by clicking on your photo at the top right of the page



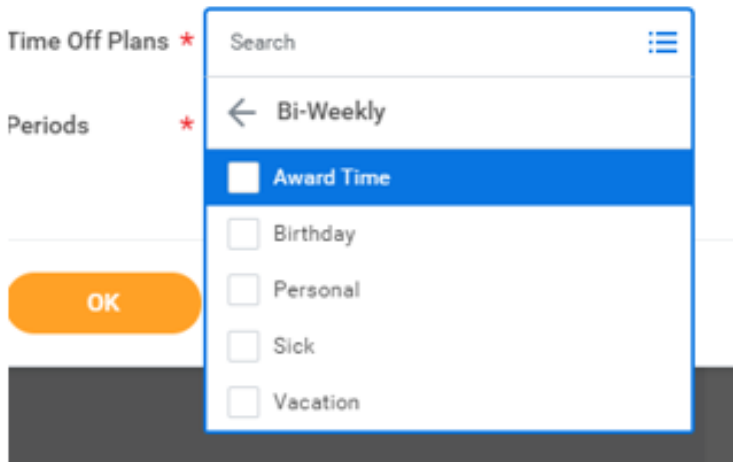
Click on “Actions” located under your name and job title shown on the left

Scroll down to “Time and Leave”

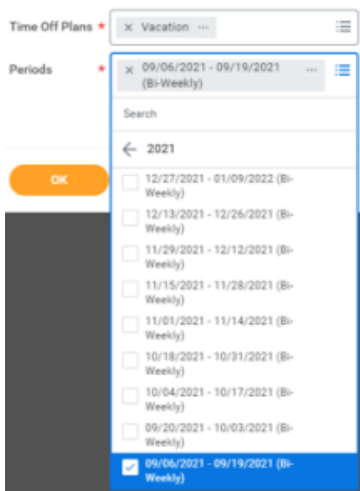
Select “View Time off Results by Period”



Select the time type you would like to review (select 1 or more)



Select the pay period you would like to view the balance for (select one or more)



Select "OK"

Your time off balance(s) will now be displayed.

How many hours roll over to the New Year?

To view the hours that will be carried over into the New Year, select the last pay period of 2022 and the 1st pay period of 2023

Select “OK”

Your time off balance(s) will now be displayed

Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
32.29	80.2	53	62.26	3.23	6	0	59.49	End of year balance — 59.49
42	3.23	0	59.49	3.23	0	17.49	45.23	45.23

Carryover to new year

Hours NOT carried over



Related articles

- [Manage Team Absences](#)
- [Manage Your Time Off and Leave of Absence](#)