

How to: View Time Off Requests & Balances



VIEW TIME OFF REQUESTS

From the *Time* Worklet:

- Under **View** click **My Time Off**. The **Time Off Requests** tab shows all future time off requests.

Time Off Requests		Time Off Balances as of Current Date			
Time Off Requests 33 items					
Date	Day of the Week	Type	Requested	Unit of Time	
01/12/2018	Friday	Vacation	7	Hours	
01/11/2018	Thursday	Unpaid Time Off	7	Hours	
01/10/2018	Wednesday	Jury Duty	7	Hours	
01/09/2018	Tuesday	Health Absence	7	Hours	

- The **Time Off as of Current Date** tab shows your balances as of today's date.

Time Off Requests		Time Off Balances as of Current Date								
Balances Tracked in Hours 3 items										
Time Off Plan	Unit of Time	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
Health Absence	Hours	44	70	35	79	0	0	0	79	72
Supplemental Income Replacement	Hours	0	0	0	0	0	0	0	0	0
Vacation	Hours	53.66	49	35	67.66	0	0	0	67.66	67.66
Total:									146.66	139.66

VIEW TIME OFF AS OF A CERTAIN DATE

From the Time Worklet:

1. Under **View**, click **Time Off Balance**
2. Enter a date in the **As Of** field.

Click **OK**. A report of your Balances as of the date entered displays. You will see the time you will have accrued, the time you have taken or are approved to take, and the remaining balance as of the date you entered.

Balance As Of Date 01/10/2018

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 3 items

Time Off Plan	Unit of Time	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
Health Absence	Hours	44	70	35	79	0	0	0	79	72
Supplemental Income Replacement	Hours	0	0	0	0	0	0	0	0	0
Vacation	Hours	53.66	49	35	67.66	0	0	0	67.66	67.66
Total:									146.66	139.66



Note: You may view time off paid and balances for multiple periods. Select **Actions**, then: *Time and Leave > View Time Off Results by Period*. Select the plan and periods you wish to see.