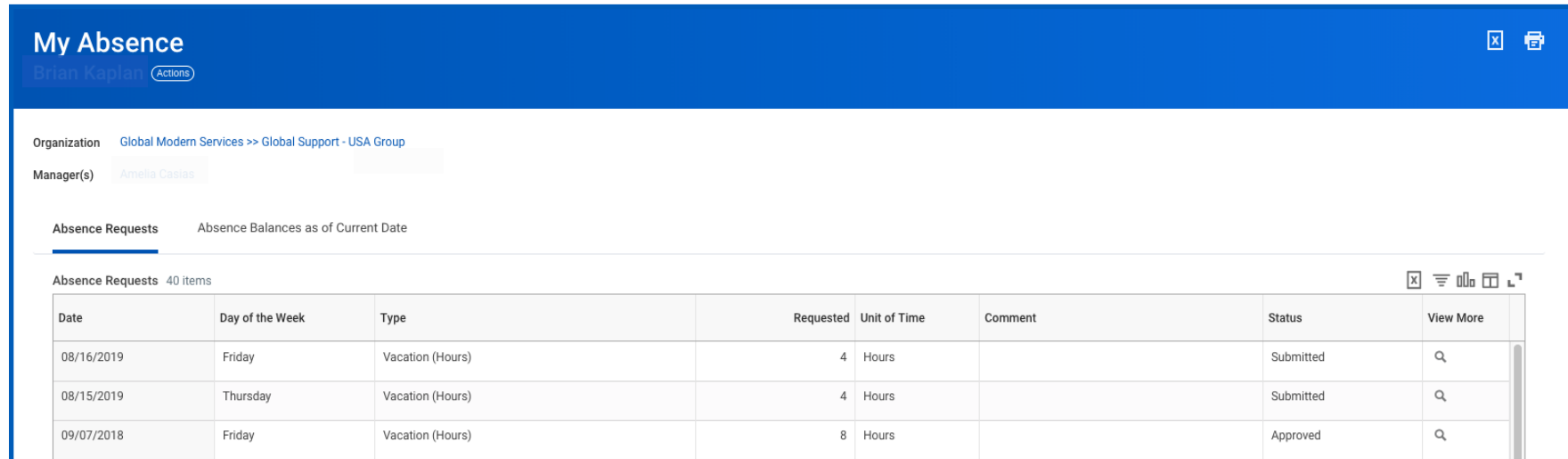


VIEW TIME OFF AND LEAVE OF ABSENCE BALANCES

From the Absence application:

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



The screenshot shows the 'My Absence' interface for user Brian Kaplan. It displays the organization 'Global Modern Services >> Global Support - USA Group' and manager 'Amelia Casias'. Two tabs are visible: 'Absence Requests' (selected) and 'Absence Balances as of Current Date'. Below the tabs, a table lists absence requests with columns for Date, Day of the Week, Type, Requested, Unit of Time, Comment, Status, and View More. The table contains three rows of data.

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
08/16/2019	Friday	Vacation (Hours)	4	Hours		Submitted	🔍
08/15/2019	Thursday	Vacation (Hours)	4	Hours		Submitted	🔍
09/07/2018	Friday	Vacation (Hours)	8	Hours		Approved	🔍

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 Actions

Balance As Of Date 06/02/2019

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 2 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
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	06/01/2019 - 06/15/2019 (Semi-monthly)
Paid Time Off	Hours	80	50	0	130	0	0	0	130	130	06/01/2019 - 06/15/2019 (Semi-monthly)
Total:									146	146	



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.