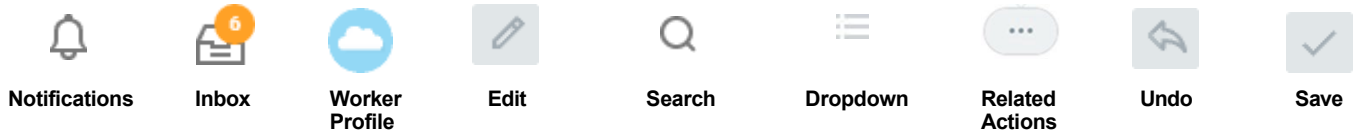
How to View Earned Time/Absence Balance

Common Workday Icons



Intended Audience

- Employees

Background

- Earned Time & Absence balances can be viewed in Workday

Instructions

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Time**
3. Under the **View** menu, select **Time Off Balance**
4. Enter an **As Of** date, then click **OK**. The balance will adjust based on the date entered.

Beginning Year Balance	This will show the balance as of 1/1/current year
Accrued Year To Date	This is the amount of Earned Time you have accrued this year
Absence Paid Year To Date	This is the amount of Earned Time you have been paid
Beginning Period Balance	This is your Earned Time balance as of the start of the pay period
Accrued in Period	This is the estimated amount of Earned Time accrued in the pay period
Absence Paid in Period	This is the amount of Earned Time paid in the pay period
Carryover Forfeited in Period	This is the amount of Earned Time you lost in the pay period
Balance as of Date	This is a projection of your Earned Time balance after your accrual for the pay period
Balance as of Date (Includes Events Awaiting Approval)	This is a projection of your Earned Time balance after your accrual and any time off events awaiting manager approval for the pay period.
As of Period	This is the pay period timeframe

Still have questions?

Contact HRWorkdaySupport@mainegeneral.org

workday.
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