

When an Academic manager needs to research the proposed amount of leave their direct reports may forfeit for the next leave year.

The information is currently housed in Workday and can be run by any manager by following these steps. The information in the report should only be viewed by manager and above.

### Generate Reports

1. From the Workday search feature, enter 'Worker Time Off Balances Details' and select the **Worker Time Off Balances Details** report.
2. Enter the manager's name in the **Organizations** field.
3. Check the box beside of "**Include Subordinate Organizations.**"
4. Choose "**ACD Time Off (UStaff) Plan**" in the Time Off Plans field.
5. Enter 12/31/2023 in the **Effective As Of Date** field.
6. Click **OK**.
7. In the table, the projected number of Forfeited hours for the worker displays in the last column labeled "**Current Balance at Risk of Forfeiture Excluding Pending Events as of Next Carryover Date**".