

This process outlines how a University staff worker can find their end of year use or lose hours. This does not apply to Medical Center team members who use Kronos, or University Physicians Group.

### Find End of Year Use or Lose Hours

1. From the Workday search feature, enter 'My Time Off Balance Details' and select the **My Time Off Balances Details** report.
2. From the Time Off Plans list, select **ACD Time Off (UStaff) Plan**.
3. Click **OK**.
4. In the table, your year-end balance displays under the **Total Balance as of Balance Period End Date (Includes Events Awaiting Approval)** column.
5. To view your projected Carryover Forfeited (use or lose) hours, view the **Current Balance at Risk of Forfeiture Excluding Pending Events as of Next Carryover Date** column for the Next Carryover date 01/01/2024.



If the University Staff hours are not used by 12/31/2023, the employee will be paid half of these hours times their hourly rate in the first pay period of the new leave year, pay period start 01/01/2024, and lose the other half.