

Within Workday, leave balances can be viewed as of today or as of a future date.

Tasks

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Viewing Leave Balances as of Today



1. Click the **Absence** application (called **Time Off** in the Workday mobile app)
2. Current balances will display in the **Available Balance as of Today** section of the page

- or -

For more detail, click the **My Absence** button (located in the View section of the page)

Available Balance as of Today
12 Hours - Comp Special
347.68 Hours - Disability Credits
16 Hours - School, Volunteer Assistance, Public Service
291.696 Hours - UStaff
143.997 Hours - UStaff Annual Bank

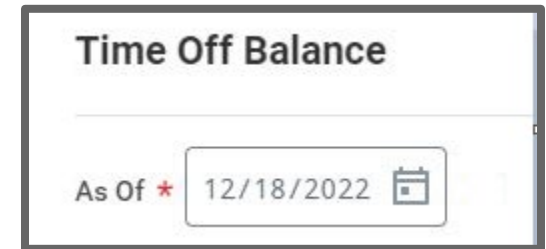
Viewing Leave Balances for the Year

If you are **University Staff in the Academic Division** your balance displays as you accrue it each pay period instead of all your leave at the beginning of the year. You can continue to take your proposed leave throughout the year as you do now, but it displays differently in Workday.

1. Click From the Workday search feature, enter 'Time Off Balance' and select the **Time Off Balance** report.



2. When prompted for **As Of** date, enter the last day of the last complete pay period of the year. For 2023, (ACD) enter 12/31/2023. For UPG enter 12/23/2023.
3. Click **OK**



The next screen will display the types of leave that you have available, which can vary by person. Example leave types shown on this screen include:

- Beginning of year balance
- Leave Accrued YTD
- Absence Paid out to me YTD
- Absence Accrued in this pay period
- Carryover Forfeited
- Total projected balance as of the date

Balance As Of Date 12/22/2019

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 5 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
Comp Special	Hours						0	0			12/09/2019 - 12/22/2019 (Academic Bi-weekly)
Disability Credits	Hours						0	0			12/09/2019 - 12/22/2019 (Academic Bi-weekly)
School, Volunteer Assistance, Public Service	Hours						0	0			12/09/2019 - 12/22/2019 (Academic Bi-weekly)
UStaff	Hours						0	0			12/09/2019 - 12/22/2019 (Academic Bi-weekly)
UStaff Annual Bank	Hours						0	0			12/09/2019 - 12/22/2019 (Academic Bi-weekly)
Total:									851.677	847.677	

Viewing Leave Balances as of a Date

When planning a future absence, **Medical Center team members**, **UPG team members**, and **Academic Division Classified Staff** may want to view how much leave they will have accrued by that date. To do this:

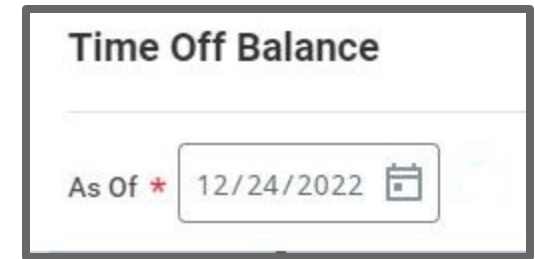
- From the Workday search feature, enter 'Time Off Balance' and select the **Time Off Balance** report.

 Time Off Balance Report

- Enter a date in the **As Of** field.

3. Click OK

The next screen will display the types of leave that you will have available by that date as shown in the last screenshot of the previous section.



Viewing Leave Balances in Workday Mobile

Leave balances can be viewed within the Workday mobile application.



1. Tap the **Time Off** icon in the Workday mobile app. This may appear in the Frequently Used section of the screen, or, you may need to tap **View Apps**.
2. By default, today's date appears in the **Balance As Of** field, and your current leave balance is shown.
3. To project leave balances for a future date, tap the **Balance As Of** field, then find the desired date on the calendar.