Time and Absence: Viewing Leave Balances

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

Tasks

- Viewing Leave Balances as of Today
- Viewing Leave Balances for the Year
- Viewing Leave Balances as of a Date
- Viewing Carryover Forfeited (Use-or-Lose)
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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 -

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

Leave policies in the three entities are unchanged by the transition to Workday. For details about your specific leave, consult the appropriate policy:

Academic Division - Medical Center - University Physicians Group
If you are University Staff in the Academic Division your balance displays differently than what you are used to in Oracle. Your leave balance display increases as you accrue it each pay period – Oracle displayed all of your leave at the beginning of the year. You can continue to take your 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 2022, (ACD) enter 12/18/2022. For UPG enter 12/24/2022.

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
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:

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

2. 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.

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**Viewing Carryover Forfeited (Use-or-Lose)**

To see the amount of leave that will be forfeited if not used by the last pay period of the year:

1. From the Workday search feature, enter ‘Time Off Balance’ and select the Time Off Balance report.

2. When prompted for the **As Of** date, enter the first day of the next year (e.g., 1/1/2023). Medical Center choose the 1st pay period that both dates include the next year (2023).

3. Click **OK**.
4. The amount of leave that will be forfeited at the end of the year will appear in the “Carryover Forfeited in Period” column.

#### 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.