View Pending Time Off Requests

For biweekly and monthly workers

Quick Reference Guide

Steps for Viewing Pending Time Off Requests:

1. Click the **Time Off** worklet

2. Under the **View** section, click on **My Time Off**

3. All requested time off will display. The dates, absence type and status will display:

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**Keep in mind**

- You must have a CNET ID to access Workday
- If you need a CNET ID, view the knowledge article to Create your CNET ID and Password: http://cnet.uchicago.edu

**Information needed**

- CNET ID
- Password
- Workday website
4. Click on the **Time Off Balances as of Current Date** tab to review the accruals based on the specific time off plan.

<table>
<thead>
<tr>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Accrued Year To Date</th>
<th>Time Off Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Time Off Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>Endin Balance I Pendin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banked Holiday</td>
<td>Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td>127.214</td>
<td>0</td>
<td>127.214</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>127.214</td>
<td>1</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td>118</td>
<td>0</td>
<td>118</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>118</td>
</tr>
<tr>
<td>Personal Holidays</td>
<td>Hours</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

**Total:** 261.214