Viewing Time Off Balances

For staff to view their time off accrual balances in Workday

Quick Reference Guide

Viewing Time Off Balances

Viewing time off balances, or accruals, allows you to see how many days are available to you for vacation, personal holidays, and sick time. You should check your available accruals before requesting time off. To view your accruals, simply click on the Time Off worklet, and the section titled Available Balance as of Today will provide a summary of the accrued hours as of the current date.

Keep in mind

- Paid absences are available to eligible employees according to their accrued time.
- Accruals are automatically calculated by Workday based on your employment history. They are awarded when payroll closes each month.
- You will be able to view accruals or request time off via the Time Off worklet.
- Once the accrual is awarded, your accrual balance will be updated to reflect the earned accrual.

Information needed

- Workday link
- CNET ID and Password
- Date for viewing accruals

1 For the latest policy information, visit: https://humanresources.uchicago.edu/fpg/policies/index.shtml
You can also view your accruals using a report titled **Time Off Balance with Cap**, which will provide a summary of the accrued hours as of the current date along with the max accrual amount for that absence type.

1. View and Select **Time Off** worklet from your home page.

2. Under the **View** column, click on **Time Off Balance with Cap**.

3. Populate the **Effective as of Date** if needed and click **OK**.
4. The page will display a chart with the accrued balance for each of the Time Off plans including Banked Holiday, Sick Leave, Vacation, and Personal Holidays for benefits eligible staff.

![RPT - Time Off Balance with Cap](chart_image)