## Absence: Absence Balance



## Overview

This quick reference guide will cover how to view your current **Absence Balances** in Workday. Note absence is shown in hours for all employees.

## View Absence Balance

1. After logging into Workday, click on the Global Navigation Menu or **View all Apps** to access the Absence app.



2. Click on the Absence icon.



3. To view your absence balance click on **Absence Balance** on the right hand side.

Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance
Request Return from Leave of Absence	

4. Enter the "As of" date you would like to use (today's date will default).



5. To view details, click on the number listed the Accrued Year to Date and Absence Paid Year To Date.

Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date
Compensatory Time	Hours	0	0	0	0
Hours Paid Time Off Plan	Hours	0		0	0
PLB	Hours	0		0	0
Sick	Hours	105	0	105	0
Sick (Fiscal Year) - Shadow Plan	Hours	105.04	105.04	88.88	0
Vacation	Hours	154	0	154	35
Vacation (Fiscal Year) - Shadow Plan	Hours	153.92	153.92	95.24	0

6. Click **View Details.** A new window will pop up on your screen with more details on that absence type.



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7. When you are done reviewing the details, click the **X** in the righthand corner to close the window.

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Accrual	Accrued in Period	Forfeited in Period	Accrued Year To Date	Forfeited ear To Date
Sick - Unclassified FT (Non Union Employees) - Shadow Plan	0	0	88.88	0
	Total: 0	0	88.88	0
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