Absence: Absence Balance
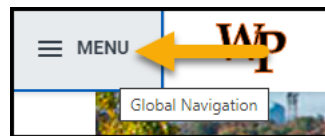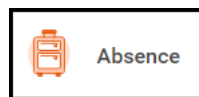

Overview

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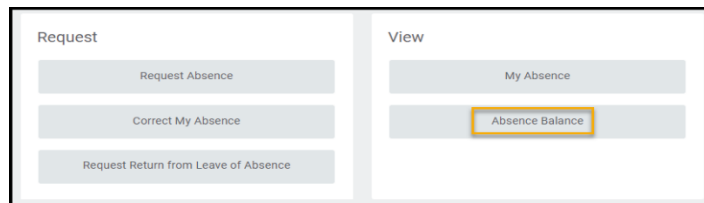
View Absence Balance

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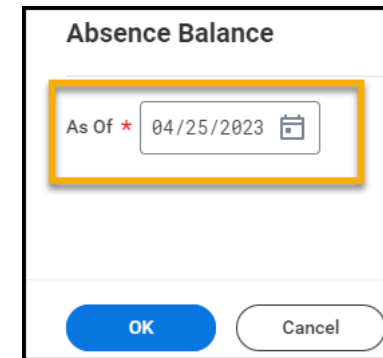

2. Click on the **Absence** icon.

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

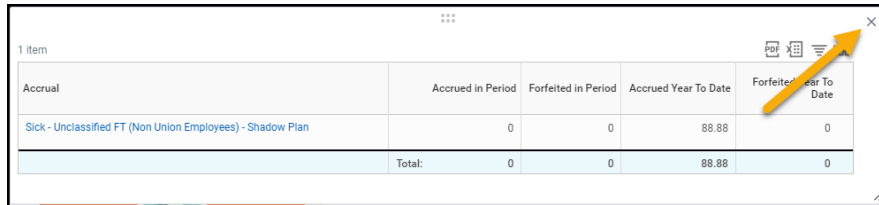4. Enter the "As of" date you would like to use (today's date will default).

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	

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

Absence: Absence Balance

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