View Time Off (Leave) Balance as of a Specific Period

Use this procedure to view an employee's year-to-date leave balances and pay period leave balances as of a date you select.

Questions? Please contact your agency Timekeeper or HR Office for questions regarding leave requests and balances.

<div style="background:#cc0000;color:white;font-weight:bold">Procedure:</div>
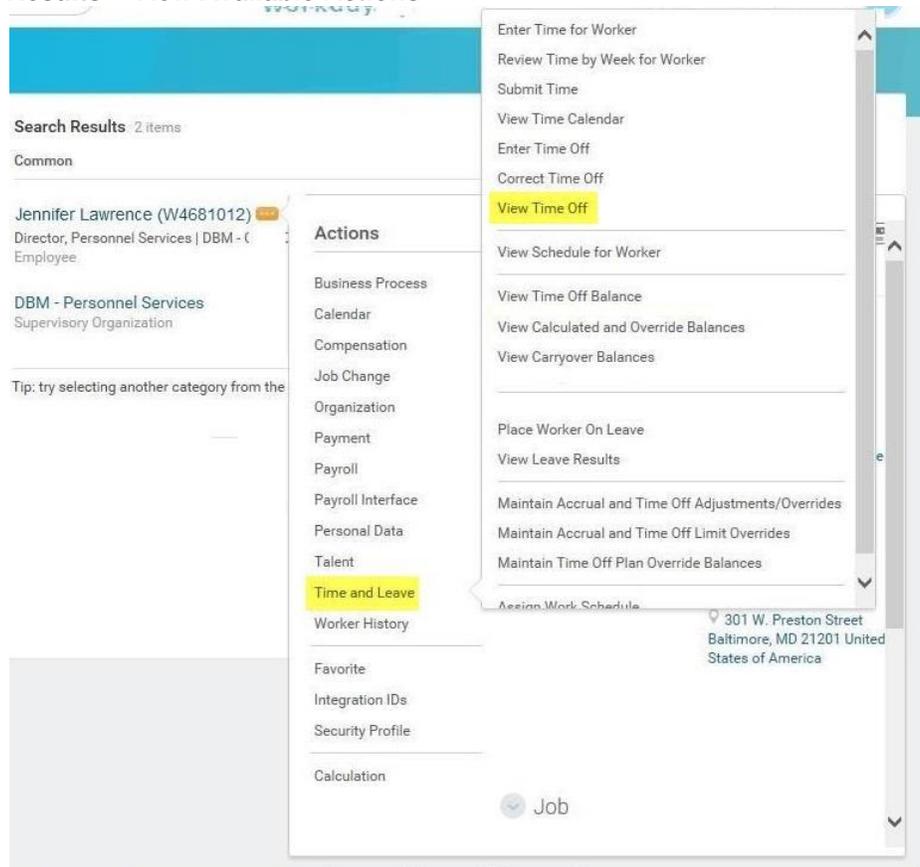
1. Search for the employee.

> **Tip:** To find an employee….
> - Type the employee name or employee ID in the **search** field. Then, click the **search** icon or click the **Enter** key. **OR**
> - Find the employee in their assigned Supervisory Organization on **Members** tab.

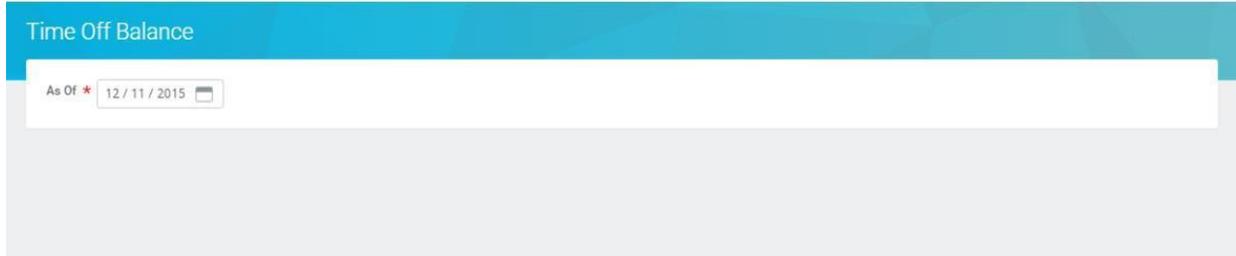2. Click on the Related Actions and Preview 🔲 button next to the employee's name.

Search Results – View Available Actions

3. In the menu, hover over Time and Leave, and then click View Time Off.

Time Off Balance

4. In the As Of field, enter or select an appropriate date.

Tip: This date determines the pay period by which leave balances will be calculated.

5. Click the **OK** button.

Time Off Balance

6. On the Time Off Balance page, review the year-to-date leave balances and pay period balances.

ℹ **Information**: Values displayed are based on the **Balance As Of Date** entered on the previous page. To view details, click on the links in the columns with Year-to-Date values.

Time Off Balance Page

#	Column	Then
1	**Time Off Plan**	Leave types. For example: − Annual Leave − Annual Leave Time Off Termination Payout Plan − Compensatory Time − Cash Overtime (FLSA) Compensatory Time − Compensatory Exempt/Non-Exempt Holiday Time − Leave Bank/Donation Time − Personal Leave − Salary Reduction Recovery − Sick Time
2	**Unit of Time**	Unit of time for the leave type (e.g., hours).
3	**Beginning Year Balance**	Beginning leave balance for the next 12-month period.
4	**Carryover Balance**	Leave balance that was carried over to the next 12-month period.
5	**Accrued Year to Date**	Leave accrued year-to-date.
6	**Time Off Paid Year To Date**	Total leave paid year-to-date.
7	**Beginning Period Balance**	Beginning balance as of the pay period.
8	**Accrued in Period**	Hours accrued in the pay period.
9	**Time Off Paid in Period**	Leave paid in the pay period.
10	**Carrover Forfeited in Period**	Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.
11	**Ending Period Balance**	Ending leave balance for the current pay period.
12	**Ending Period Balance Including Pending Events**	Ending leave balance for approved and unapproved leave in the period.
13	**As of Period**	Pay period by which the period balances listed are calculated.

7. The System Task is complete.