View Time Off (Leave) Results by Period

Use this procedure to view:
- Selected leave requests for an employee and the statuses as of a specific pay period
- The year-to-date leave balances and selected pay periods leave balances for an employee

Procedure:

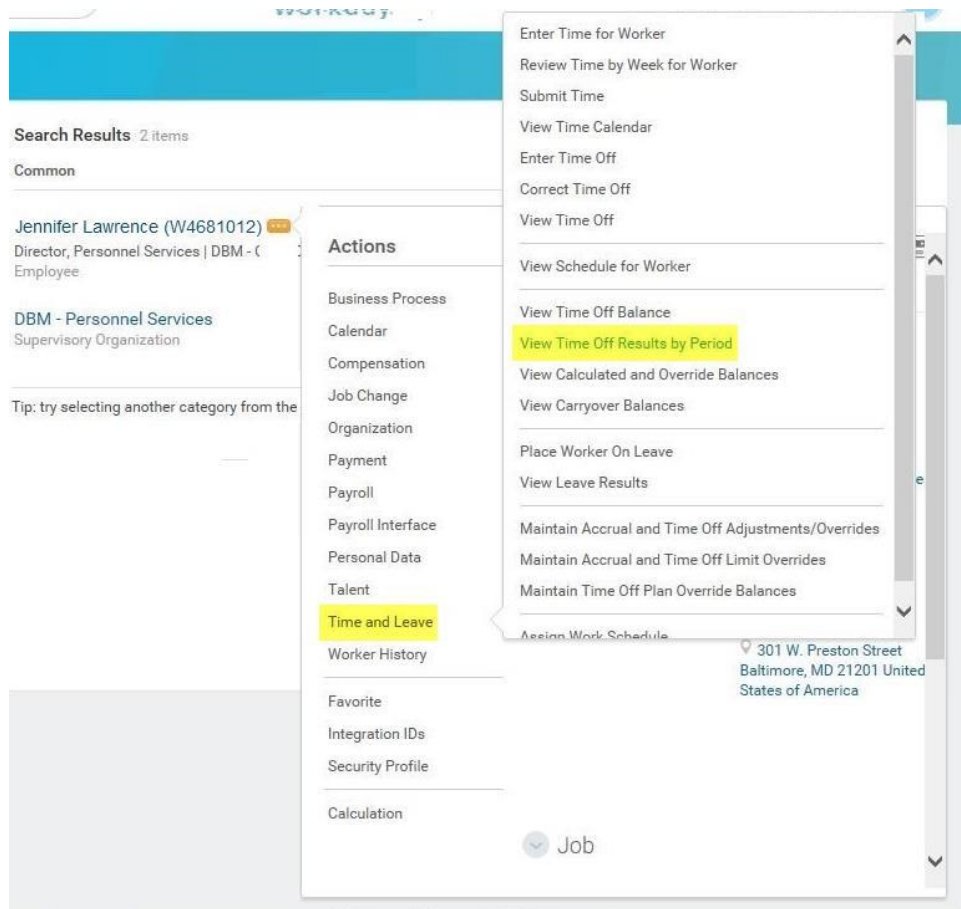1. Search for the employee.

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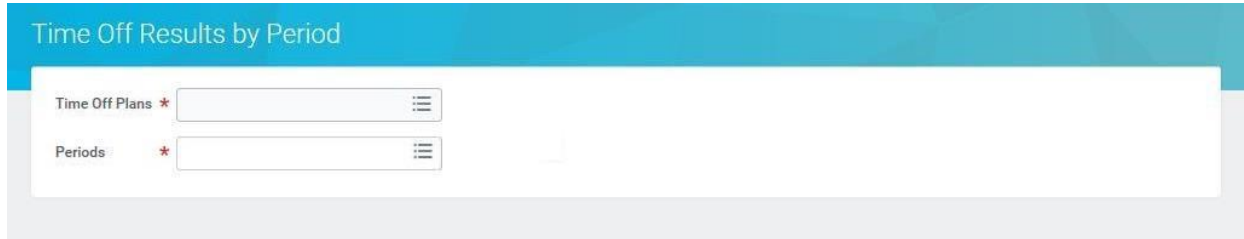
2. Click on the Related Actions and Preview icon next to the employee's name.

    Search Results – View Available Actions

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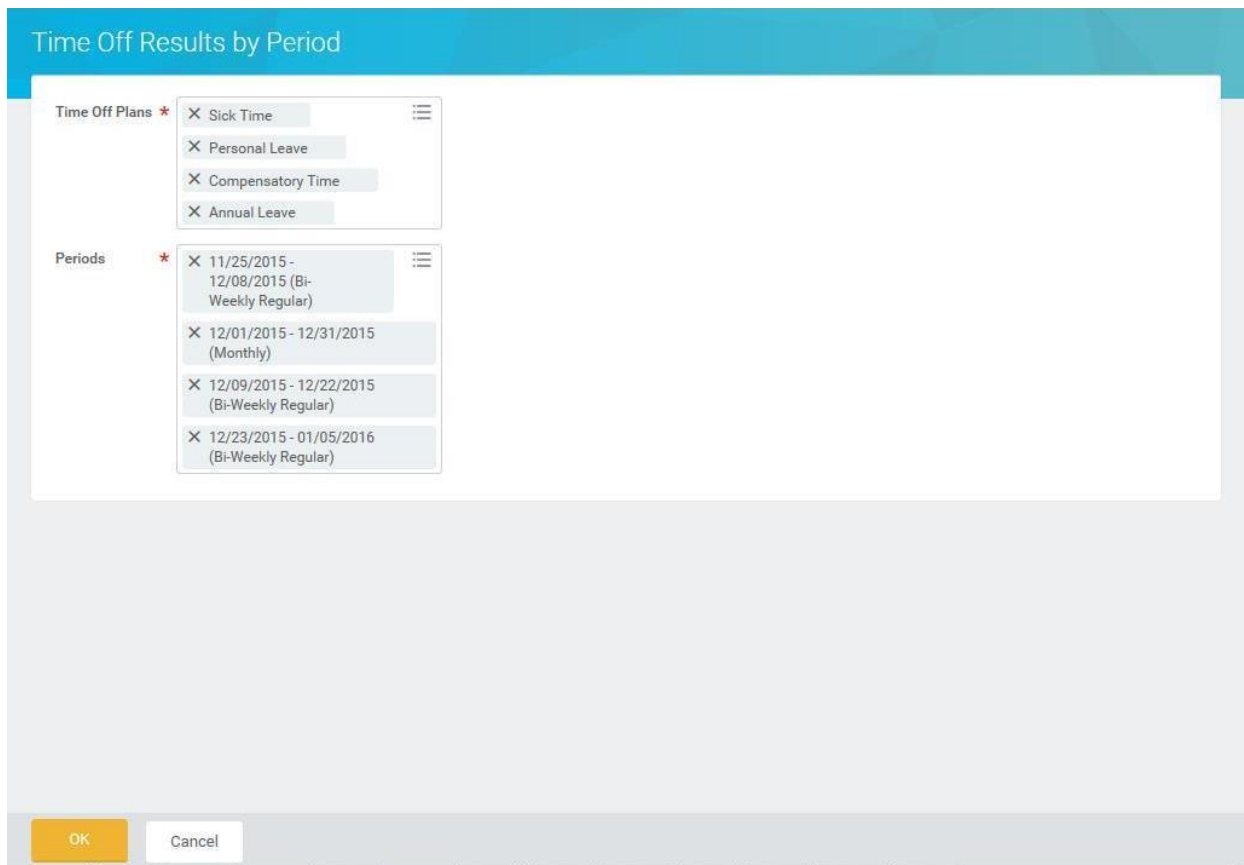
Time Off Results by Period

Time Off Results by Period

Time Off Plans *	☰
Periods *	☰

4. On the Time Off Results by Period page, enter or select values in the following fields:

- **Time Off Plans:** Enter or select one or more leave plans to view.
- **Periods:** Select one or more pay periods to view.

Time Off Results by Period

Time Off Results by Period

Time Off Plans *	✕ Sick Time
	✕ Personal Leave
	✕ Compensatory Time
	✕ Annual Leave
Periods *	✕ 11/25/2015 - 12/08/2015 (Bi-Weekly Regular)
	✕ 12/01/2015 - 12/31/2015 (Monthly)
	✕ 12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
	✕ 12/23/2015 - 01/05/2016 (Bi-Weekly Regular)

OK   Cancel

5. Click the **OK** [OK] button.

💡 **Tip:** Click the **Cancel** button to return to the previous page. Your entries will not be saved.

Time Off Results by Period

6. On the Time Off Results by Period page, review the pay period balances for period(s) selected on the previous page.

Time Off Balances as of Current Date Tab

#	Column	Desc
1	**Balance Period**	Pay period for which balances are displayed. Pay periods included in the report are listed at the top of the page.
2	**Time Off Plan**	Leave plans selected for review. Leave plans (Time Off Plans) included in the report are listed at the top f the page.
3	**Unit of Time**	Unit of time for the leave type (e.g., hours).
4	**Beginning Year Balance**	Beginning leave balance for the next 12-month period.
5	**Carryover Balance**	Leave balance brought forward to the next 12-month period.
6	**Accrued Year to Date**	Leave accrued year-to-date.
7	**Time Off Paid Year To Date**	Total leave paid year-to-date.
8	**Beginning Period Balance**	Beginning balance as of the pay period.
9	**Accrued in Period**	Hours accrued in the pay period.
10	**Time Off Paid in Period**	Leave paid in the pay period.
11	**Carrover Forfeited in**	Total hours that have been lost and cannot be used during the pay

	Period	period, e.g., loss of Annual Leave or Compensatory Leave.

7. The System Task is complete.