View Time Off (Leave) Requests and Balances

Use this procedure to view:
- All your leave requests and the current status
- Your year-to-date leave balances and current pay period leave balances

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

IMPORTANT
Employee leave balances will be loaded into Workday before the go-live date and then updated again within the first pay period.

Most employee's leave balances have been one pay period behind in current timekeeping systems.
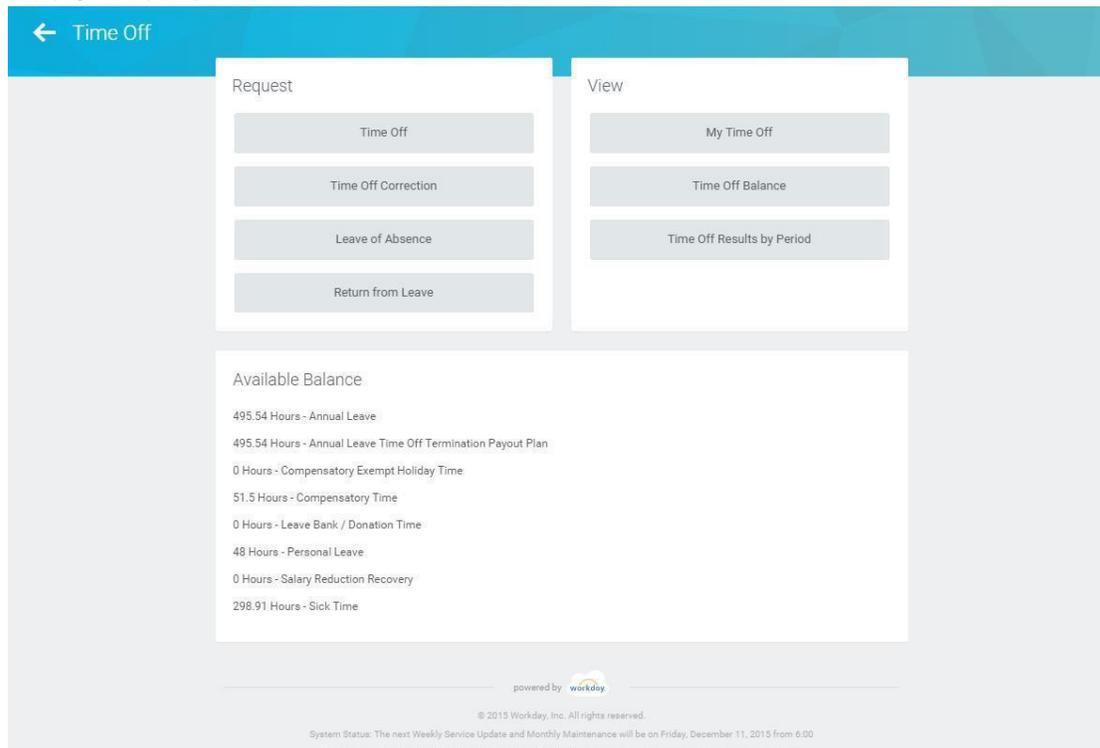
DBM expects leave balances to be up to date in Workday within the first two pay periods as timesheets from the current systems are processed in each agency

Procedure:

1. From the Home page, click the **Time Off** Time Off worklet.

Time Off Worklet

2. Under View, click the My Time Off [My Time Off] button.

My Time Off – Time Off (Leave) Requests

My Time Off Human Torch (W1234567) ···

Organization Department of SPS Training >> SPS TT Training - State Regular Employees
Manager(s) Alisha Rain (W0000000)

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 5 items

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Status	Time Off Event
01/12/2016	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/24/2015	Thursday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/23/2015	Wednesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/22/2015	Tuesday	Personal Leave (Time Off Calendar)			8	Hours	Submitted	Time Off Request: Human Torch (W1234567)
12/09/2015	Wednesday	Compensatory Time For Religious Observance (Timesheet)	12:00 PM	04:00 PM	4	Hours	Sent Back	Time Entry: Human Torch (W1234567) - 8 hours from 12/09/2015 to 12/22/2015

- **Time Off Requests Tab**: Click this tab to review your leave requests and the status. This tab is not available when there are no leave requests.
- **Time Off Balances as of Current Date Tab**: Click this tab to compare your year-to-date leave balances and current pay period balances.

My Time Off – Time Off Requests Tab

My Time Off Human Torch (W1234567) ···

Organization Department of SPS Training >> SPS TT Training - State Regular Employees
Manager(s) Alisha Rain (W0000000)

Time Off Requests | Time Off Balances as of Current Date

Time Off Requests 5 items

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Time Off Requests Tab

#	Column	Description
1	**Date**	Date leave was requested.
2	**Day of the Week**	Day of the week leave was requested.
3	**Type**	Leave type requested (e.g., Annual Leave, Personal Leave, FMLA, etc.).
4	**Start Time**	Start time of leave for the day, if applicable.
5	**End Time**	End time of leave for the day, if appicable.
6	**Requested**	Number of hours requested for leave.
7	**Unit of Time**	Unit of time (e.g., hours).
8	**Status**	Status of the leave request: Unsubmitted, Submitted, Approved, Denied, etc.
9	**Time Off Event**	Type of leave request entered in the system: • **Time Entry**: Leave requests less than 8 hours entered on the timesheet. • **Time Off Request**: Leave requests for 8 hours (or your full workday) or more entered on the Time Off Calendar. • **Leave Request**: Leave of Absence (LOA) requests entered by HR, e.g., FMLA, Military, etc. Employees contact their agency HR office to start this type of leave of absence process.

My Time Off – Time Off Balances as of Current Date Tab

Time Off Balances as of Current Date Tab

#	Column	Description
1	**Time Off Plan**	Leave type. 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 current pay period.
8	**Accrued in Period**	Hours accrued in the current pay period.
9	**Time Off Paid in Period**	Leave paid in the current pay period.
10	**Carryover Forfeited in Period**	Total hours that have been lost and cannot be used during the current 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 current period.
13	**As of Period**	Pay period by which all period balances (displayed in columns 6 – 11) are calculated.

3. The System Task is complete.