

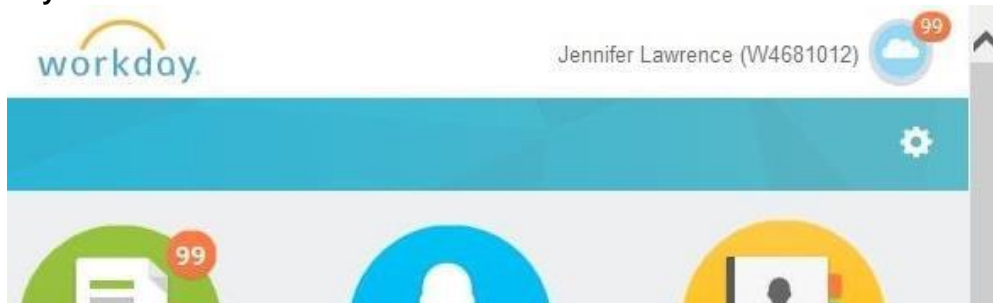
View Carryover Balances

Use this procedure to view carryover balances for the next 12-month period. Information shown includes selected leave plan, the Carryover Date, Carryover Balance, Forfeited Hours, and the expiration date of leave balances specified (if applicable).

Questions? Please contact your agency Timekeeper or HR Office for questions regarding carryover balances.

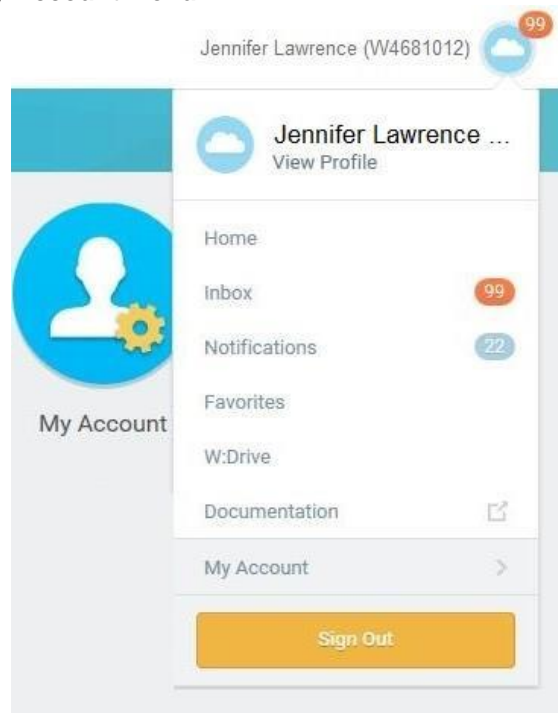
Procedure:

Workday Header



1. In the top right corner, click the My Account  icon.

Workday Header – My Account Menu



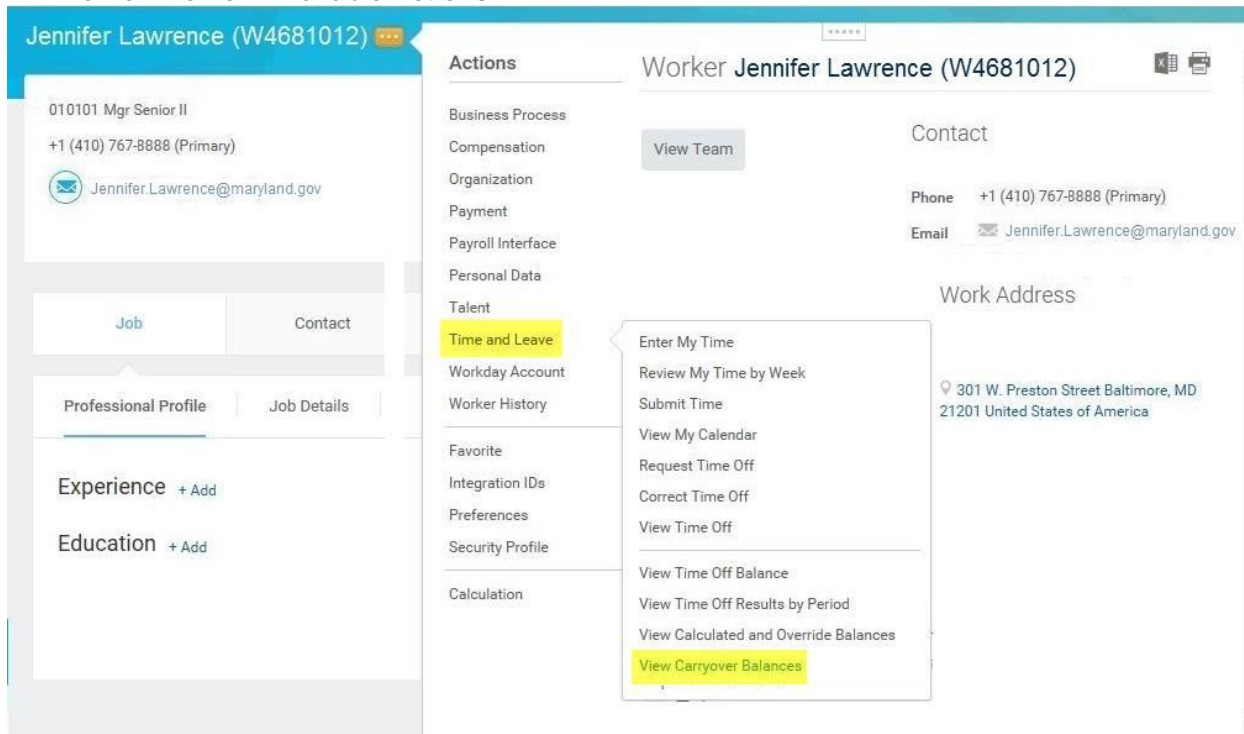
2. Click the **View Profile** [View Profile](#) hyperlink.

Worker Profile



3. Click the **Related Actions and Preview**  icon next to your name.

Worker Profile – Available Actions



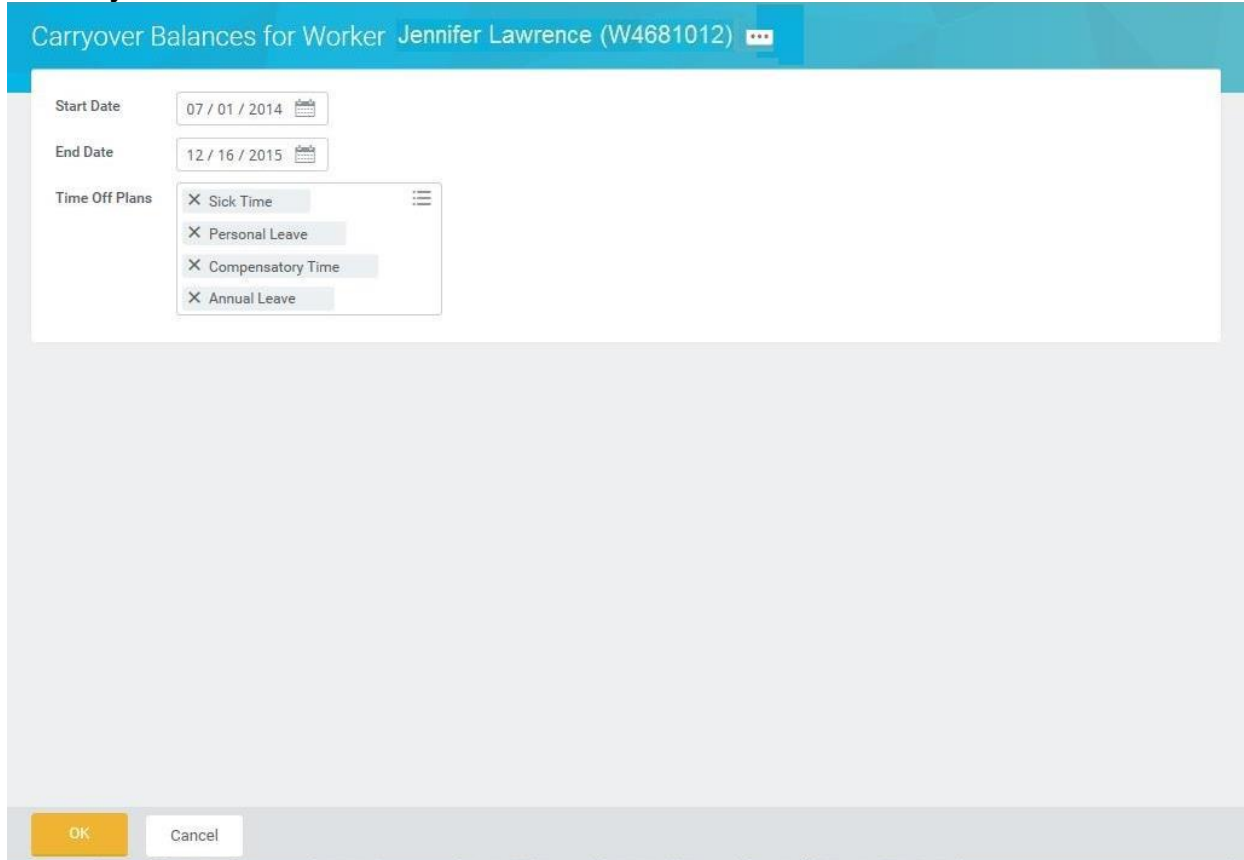
4. In the menu, hover over Time and Leave, then click View Carryover Balances.

Carryover Balances for Worker – Select Date Range and Time Off Plans



5. On the **Carry Over Balances for Worker** page, enter or select values for the following fields:
 - **Start Date:** Enter the start date for the period in which you want to view.
 - **End Date:** Enter the end date for the period in which you want to view.
 - **Time Off Plans:** Select one or more leave plans that you want to view carryover balance information.

Carryover Balances for Worker



Carryover Balances for Worker Jennifer Lawrence (W4681012) ...

Start Date: 07 / 01 / 2014

End Date: 12 / 16 / 2015

Time Off Plans:

- Sick Time
- Personal Leave
- Compensatory Time
- Annual Leave

OK Cancel

6. Click the **OK**  button.

Carryover Balances for Worker

← Carryover Balances for Worker Jennifer Lawrence (W4681012) 📄 🖨

Start Date 07/01/2014
 End Date 12/16/2015
 Time Off Plans [Annual Leave](#)
 [Compensatory Time](#)
 [Personal Leave](#)
 [Sick Time](#)

4 items

1	2	3	4	5	6
Plan	Unit of Time	Carryover Date	Carryover Balance	Forfeited	Expiration Date
Annual Leave	Hours	01/01/2015	307.6	0	
Compensatory Time	Hours	12/24/2014	0	0	02/18/2015
Personal Leave	Hours	01/01/2015	0	48	
Sick Time	Hours	01/01/2015	184.8	0	

7. Review the carryover balance information.

Carryover Balances for Worker

#	Column	Desc
1	Plan	Leave types that were selected on the previous page.
2	Unit of Time	Unit of time for the leave type (e.g., hours).
3	Carryover Date	Date that the balance for the leave plan was carried over to the next 12-month period.
4	Carryover Balance	Leave balance that was carried over to the next 12-month period.
5	Forfeited	Total hours that have been lost and cannot be used during next 12-month period, e.g., loss of Annual Leave or Compensatory Leave.
6	Expiration Date	Date that balances expire in the time frame selected (e.g., 7/1/2014 – 6/30/2015, if applicable).

8. The System Task is complete.