View Time Off (Leave) Results by Period

Use this procedure to view your year-to-date and pay period leave balances for one or more pay periods.

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

Procedure:

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

   **Time Off Worklet**

   ![Time Off Worklet Diagram]

   - **Request**
     - Time Off
     - Time Off Correction
     - Leave of Absence
     - Return from Leave

   - **View**
     - My Time Off
     - Time Off Balance
     - Time Off Results by Period

   - **Available Balance**
     - 0 Hours - Annual Leave
     - 0 Hours - Compensatory Exempt Holiday Time
     - 0 Hours - Compensatory Time
     - 0 Hours - Leave Bank / Donation Time
     - 48 Hours - Personal Leave
     - 0 Hours - Salary Reduction Recovery

2. Under View, click the Time Off Results by Period button.
Title: View Time Off (Leave) Requests by Period
Functional Area: Time Tracking

Time Off Results by Period – Select Leave Type and Period

3. On the **Time Off Results by Period** page, enter or select the following values:
   - **Time Off Plans**: Enter or select one or more leave plans to view.
   - **Periods**: Select one or more pay periods to view.

4. Click the **OK** button.

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

Time Off Results by Period

5. On the **Time Off Results by Period** page, review the pay period balances for period(s) selected on the previous page.
# Time Off Results By Period Page

<table>
<thead>
<tr>
<th>#</th>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Balance Period</td>
<td>Pay period for which balances are displayed. Pay periods included in the report are listed at the top of the page.</td>
</tr>
<tr>
<td>2</td>
<td>Time Off Plan</td>
<td>Leave plans selected for review. Leave plans (Time Off Plans) included in the report are listed at the top of the page.</td>
</tr>
<tr>
<td>3</td>
<td>Unit of Time</td>
<td>Unit of time for the leave type (e.g., hours).</td>
</tr>
<tr>
<td>4</td>
<td>Beginning Year Balance</td>
<td>Beginning leave balance for the next 12-month period.</td>
</tr>
<tr>
<td>5</td>
<td>Accrued Year to Date</td>
<td>Leave accrued year-to-date.</td>
</tr>
<tr>
<td>6</td>
<td>Time Off Paid Year To Date</td>
<td>Total leave paid year-to-date.</td>
</tr>
<tr>
<td>7</td>
<td>Beginning Period Balance</td>
<td>Beginning balance as of the pay period.</td>
</tr>
<tr>
<td>8</td>
<td>Accrued in Period</td>
<td>Hours accrued in the pay period.</td>
</tr>
<tr>
<td>9</td>
<td>Time Off Paid in Period</td>
<td>Leave paid in the pay period.</td>
</tr>
<tr>
<td>10</td>
<td>Carover Forfeited in Period</td>
<td>Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.</td>
</tr>
<tr>
<td>11</td>
<td>Ending Period Balance</td>
<td>Ending leave balance for the pay period.</td>
</tr>
<tr>
<td>12</td>
<td>Ending Period Balance Including Pending Events</td>
<td>Ending leave balance for approved and unapproved leave in the period.</td>
</tr>
</tbody>
</table>

6. The System Task is complete.