

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.

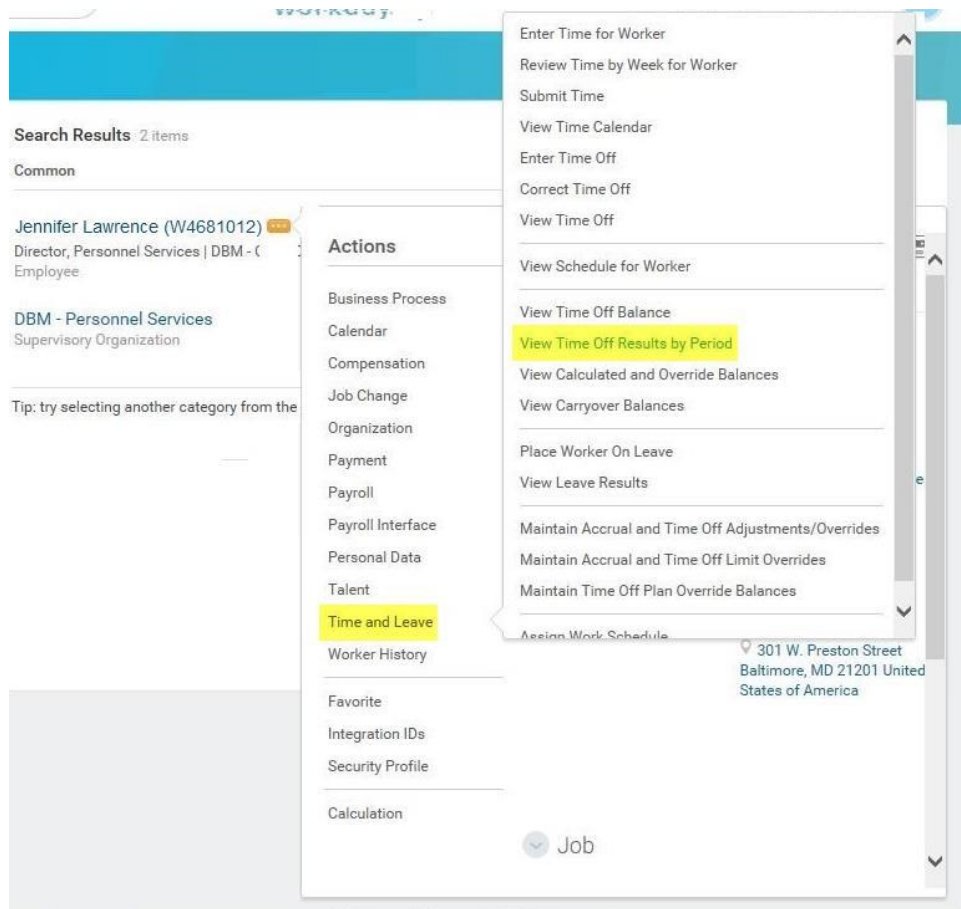


Tip: To find an employee....

- 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.

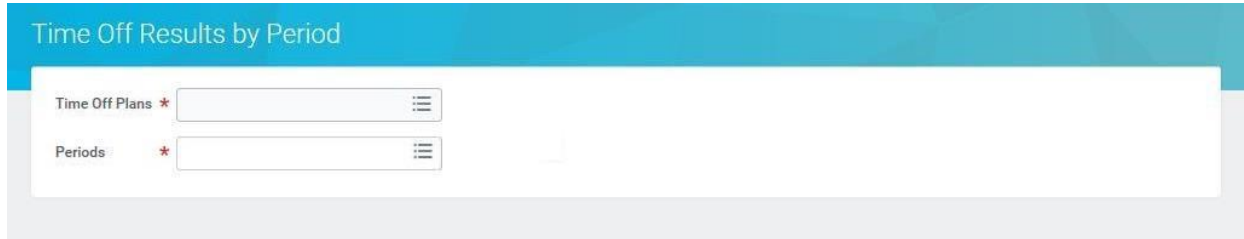
2. Click on the Related Actions and Preview  icon next to the employee's name.

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

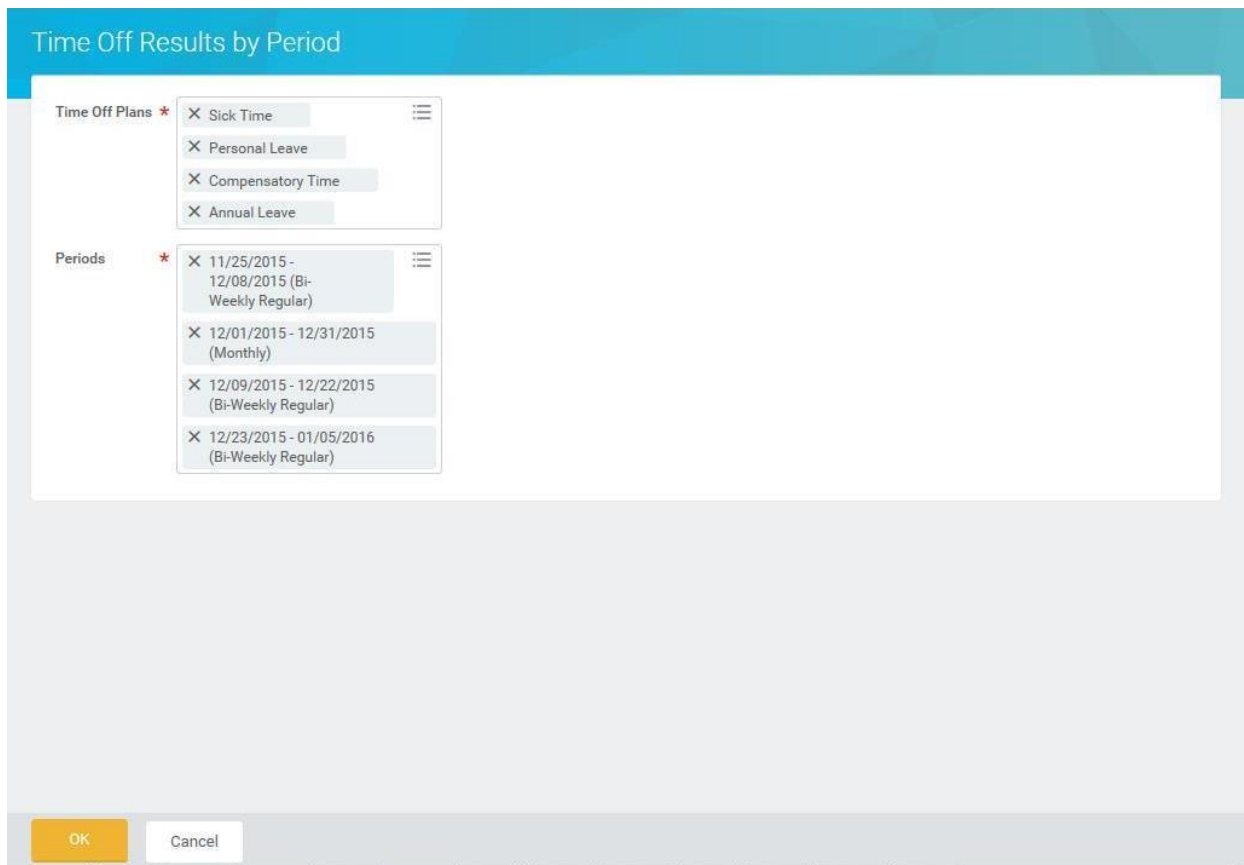


The screenshot shows the 'Time Off Results by Period' form. It has a blue header with the title. Below the header, there are two input fields: 'Time Off Plans' and 'Periods'. Both fields are currently empty and have a red asterisk next to them, indicating they are required. Each field has a dropdown menu icon on the right side.

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



The screenshot shows the 'Time Off Results by Period' form with selected values. The 'Time Off Plans' field is populated with four items: Sick Time, Personal Leave, Compensatory Time, and Annual Leave. The 'Periods' field is populated with four items: 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), and 12/23/2015 - 01/05/2016 (Bi-Weekly Regular). At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

5. 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

← Time Off Results by Period Jennifer Lawrence (W4681012) [Print] [Refresh]

Periods
 12/23/2015 - 01/05/2016 (Bi-Weekly Regular)
 12/09/2015 - 12/22/2015 (Bi-Weekly Regular)
 12/01/2015 - 12/31/2015 (Monthly)
 11/25/2015 - 12/08/2015 (Bi-Weekly Regular)

Time Off Plans
 Annual Leave
 Compensatory Time
 Personal Leave
 Sick Time

10 items

1	2	3	4	5	6	7	8	9	10	11
Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period
11/25/2015 - 12/08/2015 (Bi-Weekly Regular)	Annual Leave	Hours	307.6		189.94	2	487.85	7.69	0	
	Compensatory Time	Hours	0	0	51.5	0	51.5	0	0	
	Sick Time	Hours	184.8		114.11	0	294.29	4.62	0	
12/01/2015 - 12/31/2015 (Monthly)	Personal Leave	Hours	0		48	0	48	0	0	
12/09/2015 - 12/22/2015 (Bi-Weekly Regular)	Annual Leave	Hours	307.6		197.63	2	495.54	7.69	0	

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 of 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



Title: View Time Off (Leave) Results by Period
Role: Timekeeper
Functional Area: Time Tracking

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

7. The System Task is complete.