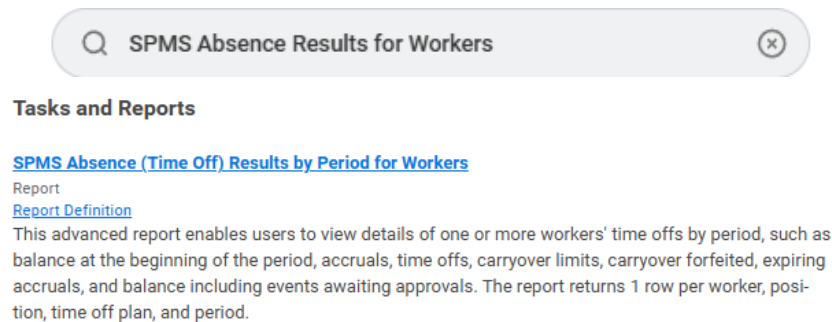# View Absence (Time Off) Results by Period for Workers

Use this procedure to view details of a group of employees' absence plans by period, such as balance at the beginning of the period, accruals, time offs, carryover limits, carryover forfeited, expiring accruals, and balance including events awaiting approvals.

Can be ran by a single organization (no subordinates) or a group of workers.

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

Procedure:

1. Search for the task **SPMS Absence (Time Off) Results by Period for Workers** in the search window on the home screen and open the task by clicking on it.

2. On the **SPMS My Absence (Time Off) Results by Period** page, enter or select the following values:

   - Enter a single organization (may only select one) **OR** enter one or more Workers
   - Time Off Plans: Enter and/or select on or more time off plans
   - Periods: Select one or more pay periods to view
   - Check Include Terminated Workers (if applicable)

   NOTE: This report can only be run for one single supervisory organization (no subordinates).

Left Panel

SPMS Absence (Time Off) Results by Period for Workers ✕

Instructions   This report can be ran to view data for:

1. One single Organization (no subordinates)
OR
2. Multiple Workers (as entered)

Organization	[ ] ☰
Workers	✕ First Last (W0000000) ⋯ ☰
	✕ First Last (W0000000) ⋯
Time Off Plans	* ✕ Annual Leave Time Off Plan ☰
Periods	* ✕ 09/03/2025 - 09/16/2025 (Bi-Weekly Regular) ⋯ ☰

Include Terminated Workers ☐

Filter Name

Manage Filters   (Save)
0 Saved Filters

(Cancel) (**OK**)

Right Panel

SPMS Absence (Time Off) Results by Period for Workers ✕

Instructions   This report can be ran to view data for:

1. One single Organization (no subordinates)
OR
2. Multiple Workers (as entered)

Organization	✕ Test Organization ⋯ ☰
Workers	[ ] ☰
Time Off Plans	* ✕ Annual Leave Time Off Plan ☰
Periods	* ✕ 09/03/2025 - 09/16/2025 (Bi-Weekly Regular) ⋯ ☰

Include Terminated Workers ☐

Filter Name

Manage Filters   (Save)
0 Saved Filters

(Cancel) (**OK**)

3. Select the OK button (**OK**) to view report (*see below for details*).

SPMS Absence (Time Off) Results by Period for Workers

Organization	LABOR - Admin/UI Central Processing	Time Off Plans	Annual Leave Time Off Plan
Include Terminated Workers	No	Periods	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)

6 items

Worker	Supervisory Organization	Time Off Plan	Unit	Period	Beginning Year Balance	Accrued Year to Date	Time Off Paid Year to Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Time Off Expired in Period	Time Off Forfeited in Period	Ending Period Balance	Ending Period Balance including Pending Approvals
First Last (W0000000)	Test Organization	Annual Leave Time Off Plan	Hours	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)	189.836663	110.7	130.5	163.886663	6.15	0		0	170.036663	170.036663
First Last (W0000000)	Test Organization	Annual Leave Time Off Plan	Hours	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)	0	18.48	0	15.4	3.08	0		0	18.48	18.48
First Last (W0000000)	Test Organization	Annual Leave Time Off Plan	Hours	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)	223.144	113.63	152	177.084	7.69	0		0	184.774	184.774

Report Data Display

#	Column	Description
1	Worker	
2	Supervisory Organization	
3	Time Off Plan	Absence Plan selected for review
4	Unit	Unit of time for absence type (e.g., hours)
5	Period	Pay Period selected for absence type
6	Beginning Year Balance	Balance at the beginning of the current year
7	Accrued Year to Date	Hours accrued (earned) in the current year
8	Time Off Paid Year to Date	Hours paid (used) to date in the current year
9	Beginning Period Balance	Balance at start of current pay period
10	Accrued in Period	Hours accrued (earned) in current pay period
11	Paid in Period	Hours paid (used) in current pay period
12	Time Off Expired in Period	Accrued Hours forfeited in current pay period e.g., Comp Time after 12 months
13	Time Off Forfeited in Period	Carryover hours forfeited in current pay period. E.g., Annual Leave max 600 allowed to carryover
13	Ending Period Balance	Balance at the end of current pay period
14	Ending Period Balance including Pending Approvals	Balance at the end of the current pay period minus any pending absence events