


View Absence (Time Off) Requests and Balances

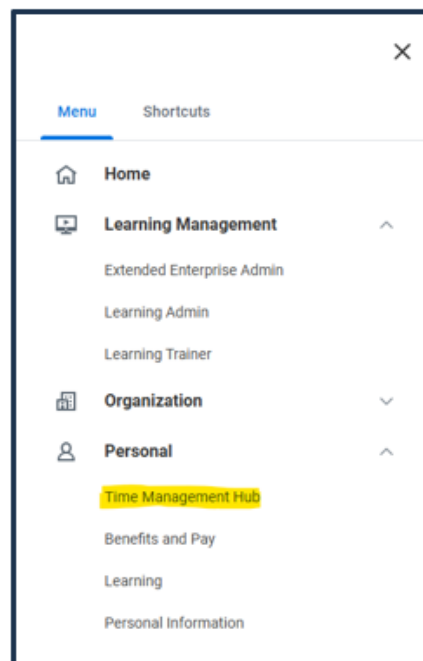
Use this procedure to view:

- A historical listing of all of your absence requests and the current status
- Any adjustments made to your absence balances
- Your year-to-date absence balances and current pay period absence balances

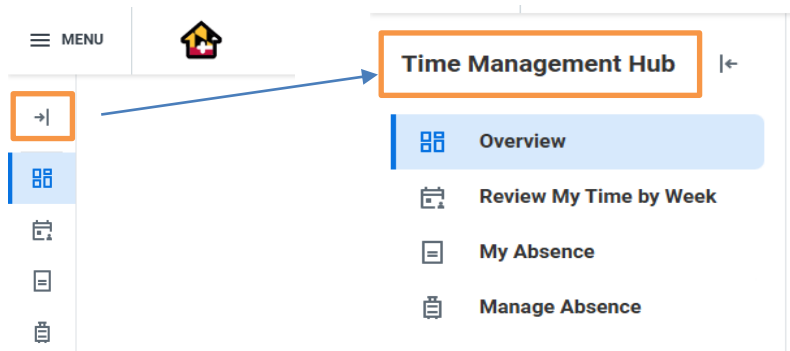
**Contact your agency Timekeeper or HR Office for questions regarding absence requests and balances.*

Procedure:

1. Access the **Time Management Hub** by accessing the menu on the home page in Workday.
2. Click on  ^{MENU} located at the top left of your home page, then click on the **Time Management Hub**.

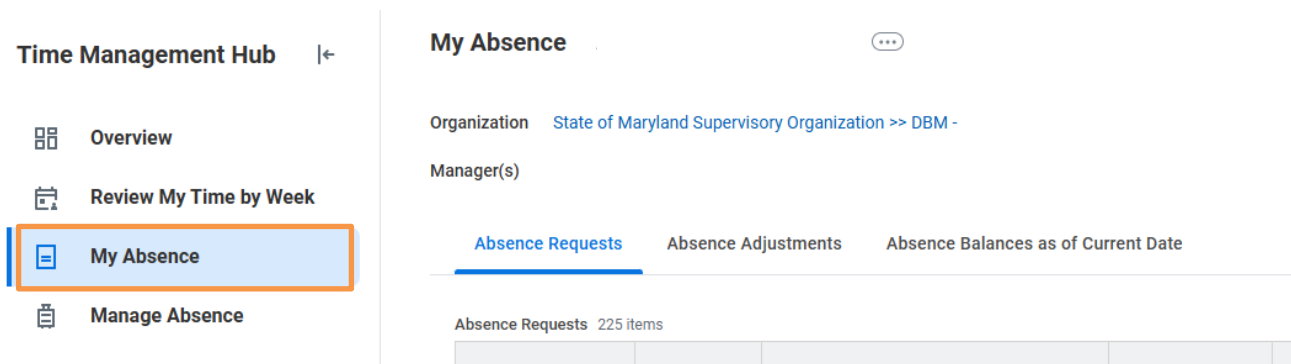


3. If not displayed, click on the slide out button →| to open the Time Management Hub menu:



4. Select **My Absence** and the My Absence page will have up to three tabs (see below for details):

- *Absence Request Tab*
- *Absence Adjustments Tab*
- *Absence Balances as of Current Date Tab*





Tab View: Absence Requests Tab

My Absence [First Last \(W0000000\)](#) ...



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Manager(s) [The Manager \(W0000000\)](#)

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Absence Requests 61 items



1 Date	2 Day of the Week	3 Type	4 Start Time	5 End Time	6 Requested	7 Unit of Time	8 Status	9 View More
10/20/2025	Monday	Pre-Scheduled Holiday (Time Off Calendar)			8	Hours	Submitted	
08/01/2025	Friday	Annual Leave (Timesheet)	08:00:00 AM	04:00:00 PM	8	Hours	Approved	
07/31/2025	Thursday	Annual Leave (Timesheet)	08:00:00 AM	04:00:00 PM	8	Hours	Approved	
07/30/2025	Wednesday	Annual Leave (Timesheet)	08:00:00 AM	04:00:00 PM	8	Hours	Approved	

Absence Requests Tab

#	Column	Description
1	Date	Date leave was requested.
2	Day of the Week	Day of the week absence was requested.
3	Type	Leave absence requested (e.g., Annual Leave, Personal Leave, FMLA, etc.).
4	Start Time	Start time of absence for the day, if applicable.
5	End Time	End time of absence for the day, if applicable.
6	Requested	Number of hours requested for absence.
7	Unit of Time	Unit of time (e.g., hours).
8	Status	Status of the leave absence: Unsubmitted, Submitted, Approved, Denied, etc.
9	Magnifying Glass icon to access Absence Event	Type of absence request entered in the system: <ul style="list-style-type: none">• 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.



Tab View: Absence Adjustments

My Absence [First Last \(W0000000\)](#) ...



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Absence Adjustments 3 items



1 Date	2 Day of the Week	3 Type	4 Adjusted	5 Unit of Time
01/01/2024	Monday	Adjustment-Pre-Scheduled Holiday (Hours)	-88	Hours
10/16/2024	Wednesday	Adjustment-Annual Leave (Balance)	8	Hours
12/25/2024	Wednesday	Adjustment-Pre-Scheduled Holiday (Hours)	-8	Hours

Absence Adjustments Tab

#	Column	Description
1	Date	Reference date from Adjustment event
2	Day of the Week	Day of the week of reference date from adjustment event
3	Type	Leave absence requested (e.g., Annual Leave, Personal Leave, FMLA, etc.).
4	Adjusted	Number of hours adjusted to balance - A positive number indicates a subtraction of hours - A negative number indicated an addition of hours
5	Unit of Time	Unit of time (e.g., hours).



Tab View: Absence Balances as of Current Date

My Absence [First Last \(W0000000\)](#)



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Balances Tracked in Hours 18 items

1	2	3	4	5	6	7	8	9	10	11	12	13
Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Annual Leave	Hours	65.75		110.7	96	74.3	6.15	0	0	80.45	80.45	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)
Bone Marrow Donation Time Off Plan	Hours	0		0	0	0	0	0	0	0	0	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)
Cash Overtime (FLSA) Compensatory Time	Hours	0		0	0	0	0	0	0	0	0	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)
Compensatory Holiday Time	Hours	0	0	0	0	0	0	0	0	0	0	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)
Compensatory Time	Hours	0	0	0	0	0	0	0	0	0	0	09/03/2025 - 09/16/2025 (Bi-Weekly Regular)

Time Off Balances as of Current Date Tab

#	Column	Description
1	Time Off Plan	Absence type. For example: <ul style="list-style-type: none">- Annual Leave- Compensatory Time- Cash Overtime (FLSA) Compensatory Time- Personal Leave- Sick Time
2	Unit of Time	Unit of time for the absence type (e.g., hours).
3	Beginning Year Balance	Beginning absence balance for the current year.
4	Carryover Balance	Absence balance that was carried over from previous year.
5	Accrued Year to Date	Absence accrued year-to-date (current year).
6	Time Off Paid Year to Date	Total absence paid year-to-date (current year).
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	Absence paid (taken) 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., forfeited Annual Leave
11	Ending Period Balance	Ending absence balance for the current pay period.
12	Ending Period Balance Including Pending Events	Ending absence balance for approved <u>and</u> unapproved leave in the current period.
13	As of Period	Pay period by which all period balances (displayed in columns 7 – 11) are calculated.