

View Absence Results by Period Title:

Role: **Employee Absence Functional Area:**

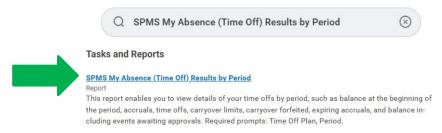
View Absence (Time Off) Results by Period (Replaces the View Time Off (Leave) Results by Period Report)

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

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

Procedure:

1. Search for the task SPMS My Absence (Time Off) Results by Period in the Workday search field found on the home screen. Open the report by clicking on it.



- 2. On the SPMS My Absence (Time Off) Results by Period window, enter or select the following values:
 - Time Off Plans: Choose one or more time off plans
 - Periods: Select one or more pay periods to view SPMS My Absence (Time Off) Results by Period (x) View Report Definition ∷ Time Off Plans ∷ Cancel Time Off Plans * Search ≡ ← Time Off Plan ← 2025 Bone Marrow Donation Time 01/08/2025 - 01/21/2025 (Bi Weekly Regular) Cash Overtime (FLSA) Compensatory Time 01/22/2025 - 02/04/2025 (Bieekiy Regular) 02/05/2025 - 02/18/2025 (Bi-Compensatory Holiday Time Veekly Regular) Compensatory Time 02/19/2025 - 03/04/2025 (Bi-Compensatory Time - Earned Weekly Regular) 03/05/2025 - 03/18/2025 (Bi-COVID-19 Admin Leave for Weekly Regular) (Regular) Time off Plan 03/19/2025 - 04/01/2025 (Bi-Disaster Service Time Off Plan Weekly Regular) 04/02/2025 - 04/15/2025 (Bi-Emergency Paid Sick Leave Time off Plan Veekly Regular) 04/16/2025 - 04/29/2025 (Bi-Weekly Regular) Employee to Employee Donation Time off Plan 04/30/2025 - 05/13/2025 (Bi-Weekly Regular) Expanded FMLA Part B Time

Last Updated on: 09/30/25 Page: 1 of 3



Title: View Absence Results by Period Role: Employee Area: Absence

Functional Area:

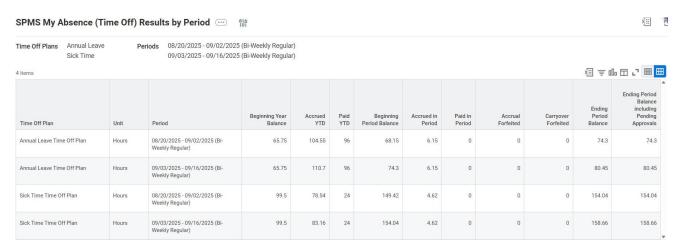
Last Updated on: 09/30/25 Page: 2 of 3



Title: View Absence Results by Period

Role: Employee Functional Area: Absence

3. Select the OK button to view report.



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

Last Updated on: 09/30/25 Page: 3 of 3