

View Carryover Balances

Use this procedure to view carryover balances for the next 12-month period. The information shown includes the selected leave plan, the Carryover Date, the Carryover Balance, Forfeited Hours, and the expiration date of leave balances specified (if applicable).

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

Procedure:

Workday Header



icon.

1. In the top right corner, click the My Account

Workday Header – My Profile

Last Updated on: 3/10/24



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On	Behalf of: Happy Gir	ʻl (W2
ណ៍	Home	
ප	My Account	>
☆	Favorites	
۵	My Reports	
?	Documentation	
Ð	Recovery Assistant	>
	Sign Out	
View	v Profile	

2. Click the View Profile



Worker Profile

3. Click the Related Actions button below your name.

(Actions)		
Actions Frequently Used Request Time Off View Worker History Correct Time Off Contac Person Benefit Compe Benefit Compe Benefit Career Time C Frequently Used Request Time Off Order Benefits Compe Benefit Compe Benefit Career Time and Absence Workday Account Worker History Favorite Integration IDs Preferences Security Profile	Worker Happy Girl (W2180864) View Team Contact Work Address © 301 W. Preston Street Baltimore, MD 21201 United States of America Organization SPS Training Unit E17 Anager Jennifer Garner-T (T1000570) Location © Baltimore - 301 W. Preston St Enter My Time Review My Time by Week Submit Time Yiew My Calendar Request Time Off View Time Off Balance View Calculated and Override Balances View Calculated and Override Balances	×

4. In the menu, hover over Time and Leave, then click View Carryover Balances.

Carryover Balances for Worker – Select Date Range and Time Off Plans



Carryover D	alances for worker	Happy Girl (W2180864)	
Start Date	MM/DD/YYYY		
End Date	MM/DD/YYYY		
Time Off Plans		:=	



- 5. On the Carry Over Balances for Worker page, enter or select values for the following fields:
 - Start Date: Enter the start date for the period in which you want to view.
 - End Date: Enter the end date for the period in which you want to view.
 - **Time Off Plans:** Select one or more leave plans that you want to view carryover balance information.

Carryover Balances for Worker

Carryover Ba	alances for Worker Happy Girl (W2180864) •••	057
Start Date	10/10/2023	_
End Date	01/05/2024	_
Time Off Plans	Search :=	
	Annual Leave	
ок	Bone Marrow Donation Time Off Plan	
	Cash Overtime (FLSA) Compensatory Time	
	Compensatory Holiday Time	
	Compensatory Time	
	Disaster Service Time Off Plan	
	Employee to Employee Donation Time off Plan	
	Leave Bank Donation Time	
	Leave Bank Recovery	
	Paid Administrative Leave Time Off Plan	
	Pandemic Carryover Time Off Plan	
	Recented Leave	

6. Click the OK

button.



Carryover Balances for Worker

Carryove	Carryover Balances for Worker Happy Bit (W2188864) 🖮 🎬					
Start Date	01/01/2023					
End Date	01/02/2024					
Time Off Plans	e Off Plans Annual Leave Personal Leave Sick and Side (Regular) Sick Time					
4 items	4 here 4 🗟 🗰 🖬 🖉					
Plan		Unit of Time	Carryover Date	Carryover Balance	Forfeited	
Annual Leave		Hours				
Personal Leave		Hours				
Sick and Safe (Regular)		Hours				
SickTime		Hours	01/01/2024	20.46	0	

7. Review the carryover balance information.

Carryover Balances for Worker			
#	Column	Column Desc	
1	Plan	Leave types that were selected on the previous page.	
2	Unit of Time	Unit of time for the leave type (e.g., hours).	
3	Carryover Date	Date that the balance for the leave plan was carried over to the	
		next 12-month period.	
4	Carryover Balance	Leave balance that was carried over to the next 12-month period.	
5	Forfeited	Total hours that have been lost and cannot be used during next	
		12-month period, e.g., loss of Annual Leave or Compensatory	
		Leave.	
6	Expiration Date	Date that balances expire in the time frame selected (e.g.,	
		7/1/2014 – 6/30/2015) if applicable	

8. The System Task is complete.