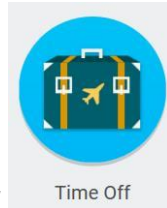


View Time Off (Leave) Results by Period

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

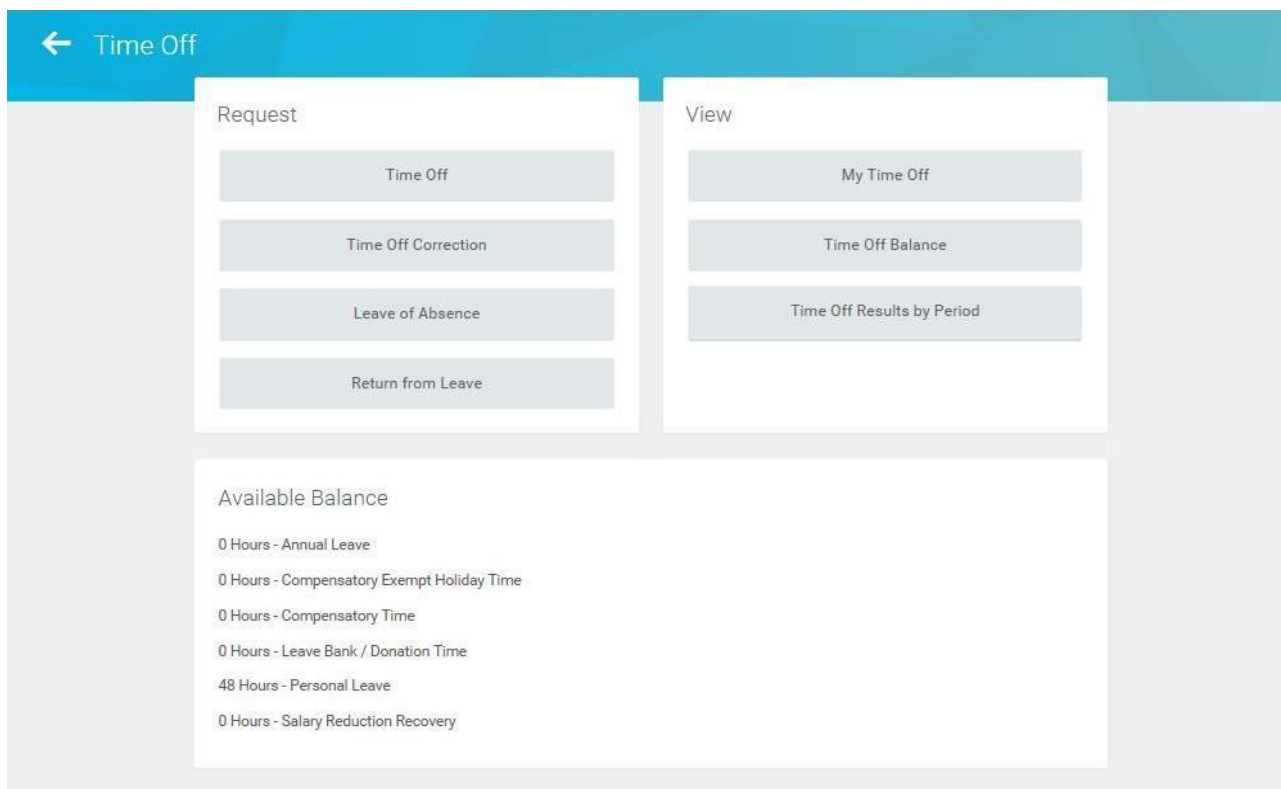
Questions? Please contact your agency Timekeeper or HR Office for questions regarding requests and balances.

Procedure:



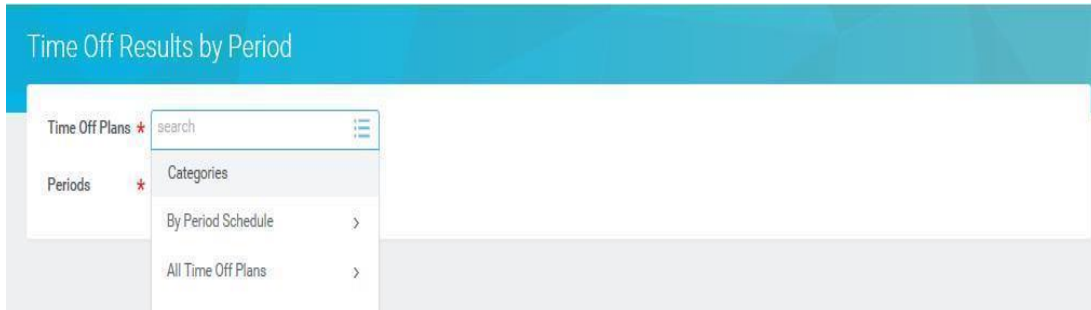
1. From the **Home** page, click on the **Time Off** worklet.

Time Off Worklet



2. Under **View**, click the **Time Off Results by Period** button.

Time Off Results by Period – Select Leave Type and Period



3. On the **Time Off Results by Period** page, enter or select the following values:

- **Time Off Plans:** Enter or select one or more leave plans to view.
- **Periods:** Select one or more pay periods to view.

4. 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 Human Torch(W1234567) ☰

Periods 11/25/2015 - 12/08/2015 (Bi-Weekly Regular)
 11/11/2015 - 11/24/2015 (Bi-Weekly Regular)
 10/28/2015 - 11/10/2015 (Bi-Weekly Regular)

Time Off Plans Annual Leave

3 items  

| Balance Period | Time Off Plan | Unit of Time | Beginning Year 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 | Ending Period Balance | Ending Period Balance Including Pending Events |
|---|---------------|--------------|------------------------|----------------------|----------------------------|--------------------------|-------------------|-------------------------|-------------------------------|-----------------------|--|
| 10/28/2015 - 11/10/2015 (Bi-Weekly Regular) | Annual Leave | Hours | 307.6 | 176.87 | 0 | 476.78 | 7.69 | 0 | 0 | 484.47 | 480.47 |
| 11/11/2015 - 11/24/2015 (Bi-Weekly Regular) | Annual Leave | Hours | 307.6 | 184.56 | 0 | 484.47 | 7.69 | 0 | 0 | 492.16 | 481.66 |
| 11/25/2015 - 12/08/2015 (Bi-Weekly Regular) | Annual Leave | Hours | 307.6 | 192.25 | 0 | 492.16 | 7.69 | 0 | 0 | 499.85 | 489.35 |

5. On the **Time Off Results by Period** page, review the pay period balances for period(s) selected on the previous page.



Time Off Results By Period Page

| # | Column | Description |
|----|---|---|
| 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 | Accrued Year to Date | Leave accrued year-to-date. |
| 6 | Time Off Paid Year To Date | Total leave paid year-to-date. |
| 7 | Beginning Period Balance | Beginning balance as of the pay period. |
| 8 | Accrued in Period | Hours accrued in the pay period. |
| 9 | Time Off Paid in Period | Leave paid in the pay period. |
| 10 | Carover Forfeited in Period | Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave. |
| 11 | Ending Period Balance | Ending leave balance for the pay period. |
| 12 | Ending Period Balance Including Pending Events | Ending leave balance for approved <u>and</u> unapproved leave in the period. |

6. The System Task is complete.