



Viewing Time Off Balances

This document contains instructions in the following areas for viewing time off:

- Overview
- View Balances at a Quick Glance
- View Balances as of a Certain Date



Overview and View Balances at a Quick Glance

Within Workday you can view your time off balances to see how much vacation and flex time you may have remaining. This information will still be available on your payslips, however, you will no longer need to wait until payday or ask your manager/payroll/human resources for your balances.

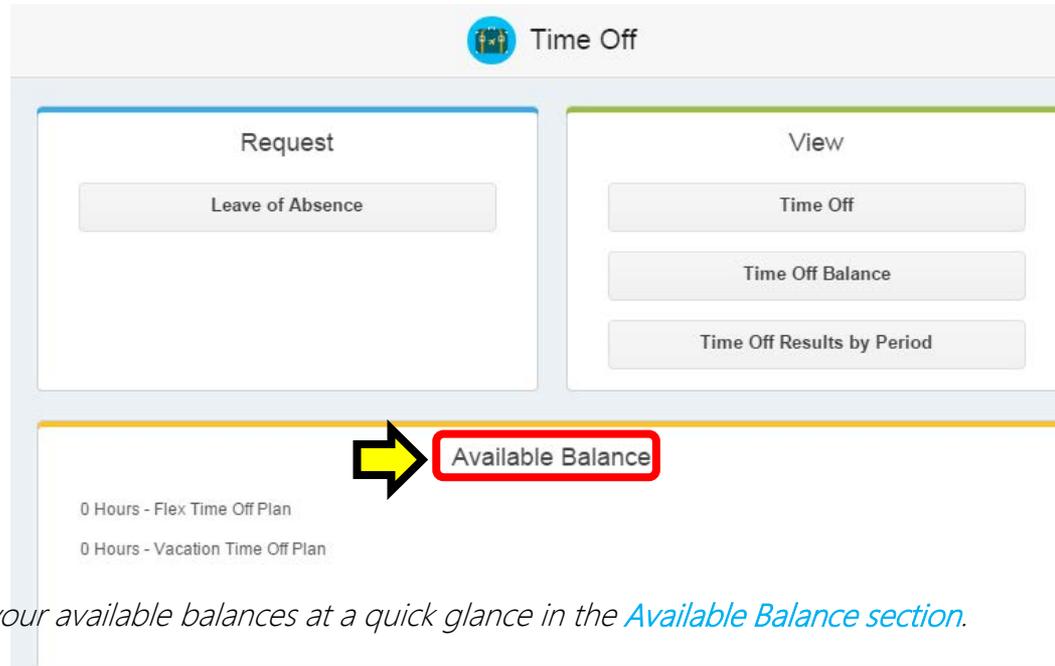
NOTES:

- You will only have balances if you are eligible for time off. See the Masonic Villages' Employee Handbook for the time off accrual policies for vacation and flex time.

There are many means to get to where you can access your time off balances. The method shown in these instructions uses the Workday Landing Page.

Workday Landing Page

Click the Time Off worklet -> View -> (make your selection)



The screenshot shows the 'Time Off' worklet interface. It is divided into two main sections: 'Request' and 'View'. The 'Request' section has a 'Leave of Absence' button. The 'View' section has three buttons: 'Time Off', 'Time Off Balance', and 'Time Off Results by Period'. Below these sections is an 'Available Balance' section, which is highlighted with a red box and a yellow arrow. This section displays two lines of text: '0 Hours - Flex Time Off Plan' and '0 Hours - Vacation Time Off Plan'.

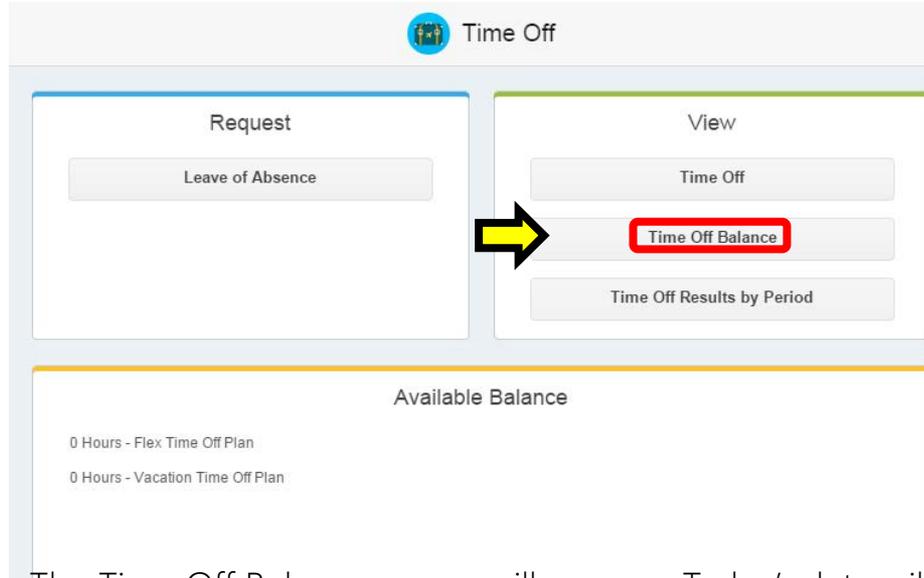


You can see your available balances at a quick glance in the [Available Balance section](#).



View Balances as of a Certain Date

1. Select Time Off Balance from the View section within the Time Off Worklet.



2. The Time Off Balance screen will appear. Today's date will populate. If you wish to change the date use the **calendar function** (📅) to select the date you wish to use. Click **OK**.

Time Off Balance





View Balances as of a Certain Date

3. The Time Off Balance screen will appear with the balances of the date selected in the previous step.

Time Off Balance **John Worker** ... 🔍

Balance As Of Date 08/11/2014

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 4 items

| 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 | As of Period | |
|------------------------|--------------|------------------------|----------------------|----------------------------|--------------------------|-------------------|-------------------------|-------------------------------|-----------------------|--|-------------------------------------|----|
| | | Flex Time Off Plan | Hours | 0 | 40 | 0 | 40 | 0 | 0 | 0 | 40 | 40 |
| | | | | | | | | | Total: | 40 | 40 | |
| Vacation Time Off Plan | Hours | 0 | 0 | 48 | 45.59 | 0 | 0 | 0 | 45.59 | 45.59 | 08/08/2014 - 08/21/2014 (Bi-Weekly) | |
| | | | | | | | | | Total: | 45.59 | 45.59 | |

