

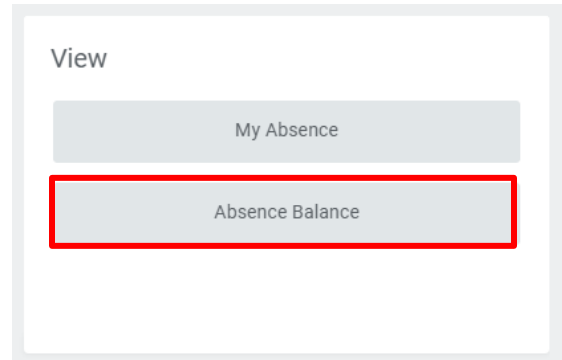
HOW DO I ... View My Vacation Balance?	ABOUT THIS TASK: Describes how to view your absence balances, including vacation balance.
AUDIENCE: All Employees.	DETAILED JOB AID: N/A

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday's home page, in the **Applications** section, *click* the application with the suitcase icon labeled **Absence**.



2. In the **Absence** page under the **View** sub-heading, *click* **Absence Balance**.



3. On the **Absence Balance** page, *click* the textbox labeled **As Of** and, using the calendar drop-down, *select* the dates from which your absence balance will be calculated.



4. *Click* **OK**.



5. *View* your absence balances tracked in hours.

Viewable balances include:

- a. Banked Overtime
- b. Medical/Dental Time Off
- c. Other Time Off
- d. Paid Sick Time Off
- e. Union/Business Time Off
- f. Unpaid Personal Time Off
- g. Unpaid Sick Time Off
- h. Vacation

Vacation	Hours
77.86	140