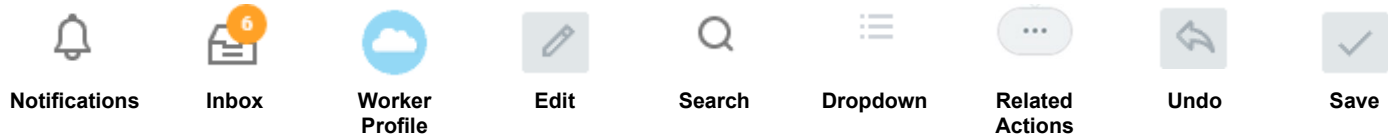


How to View Earned Time/Absence Balance

Common Workday Icons



Intended Audience

- Employees

Background

- Earned Time & Absence balances can be viewed in Workday

Instructions

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Under the **View** menu, select **Absence Balance**
4. Enter an **As Of** date, then click **OK**. The balance will adjust based on the date entered.

| | |
|---|---|
| Beginning Year Balance | This will show the balance as of 1/1/current year |
| Accrued Year To Date | This is the amount of Earned Time you have accrued this year |
| Absence Paid Year To Date | This is the amount of Earned Time you have been paid |
| Beginning Period Balance | This is your Earned Time balance as of the start of the pay period |
| Accrued in Period | This is the estimated amount of Earned Time accrued in the pay period |
| Absence Paid in Period | This is the amount of Earned Time paid in the pay period |
| Carryover Forfeited in Period | This is the amount of Earned Time you lost in the pay period |
| Balance as of Date | This is a projection of your Earned Time balance after your accrual for the pay period |
| Balance as of Date (Includes Events Awaiting Approval) | This is a projection of your Earned Time balance after your accrual and any time off events awaiting manager approval for the pay period. |
| As of Period | This is the pay period timeframe |

Other Resources

- [Employee Knowledge Center – Time Off](#)

Still have questions?

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Contact HRWorkdaySupport@mainegeneral.org