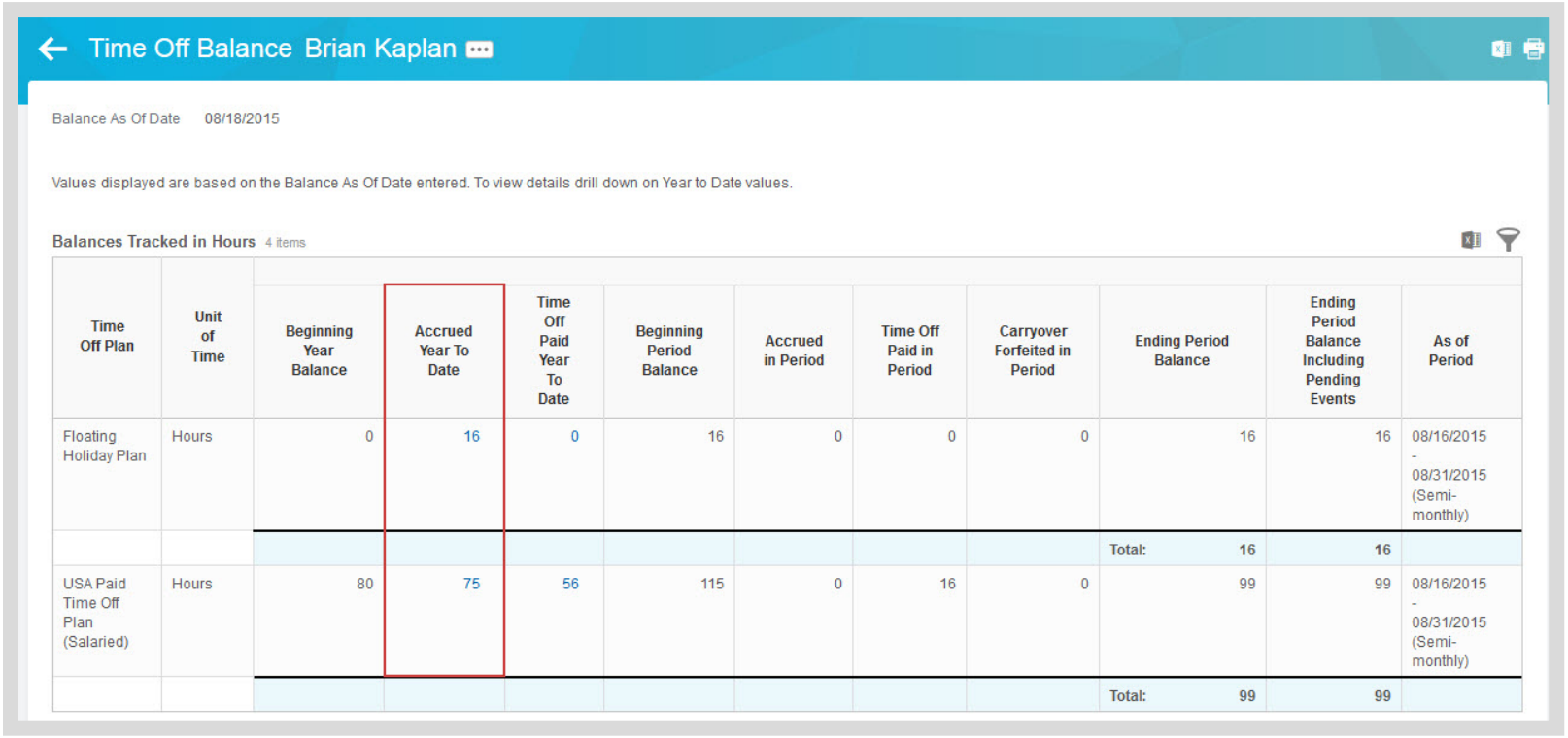
View Time Off Balances

From the **Time Off** worklet on the **Home** page:

1. Click the **Time Off Balance** button under the View section. The Time Off Balance task displays with today's date in the As Of field.
2. Click **OK** to view your balance as of today's date.

> To view past or future balances, change this date. Workday will re-calculate based on how you accrue time off.

3. Balances are tracked in hours. Select any of the Accrued Year To Date values to view more details.

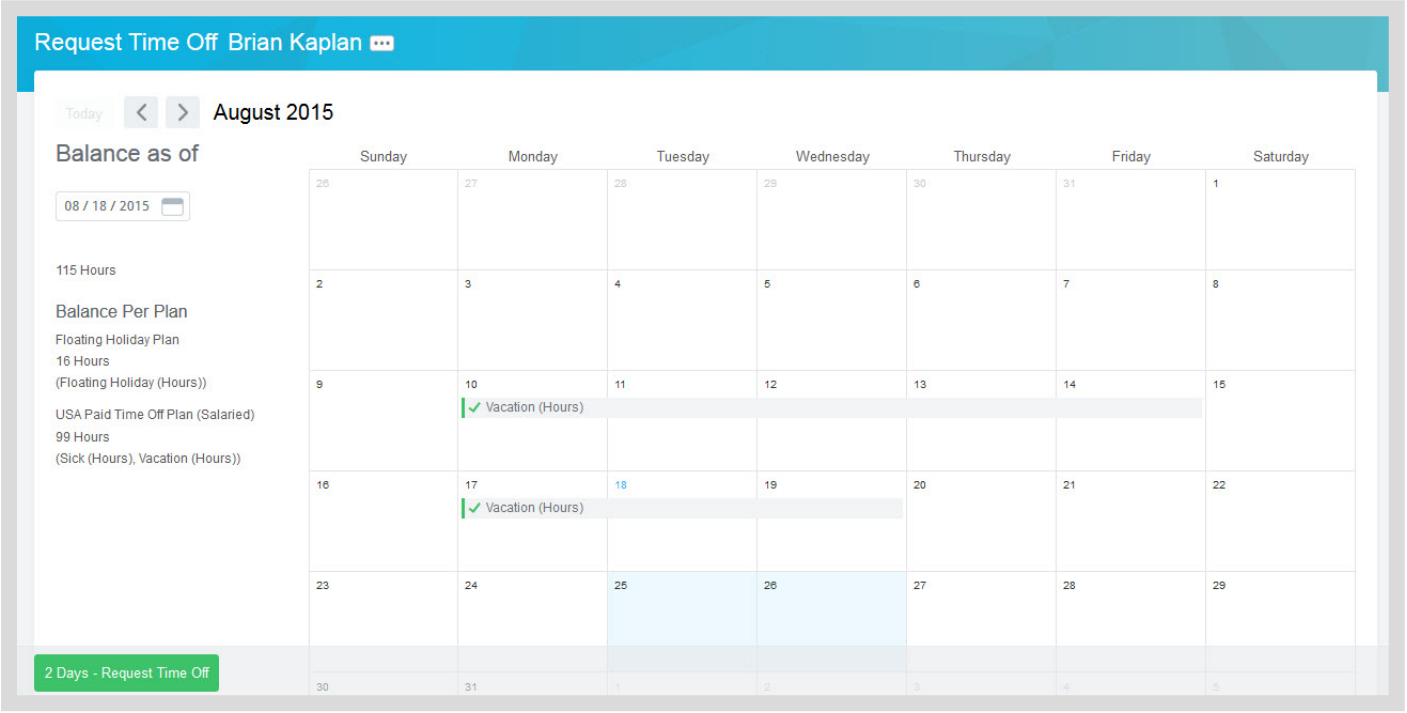


Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday Plan	Hours	0	16	0	16	0	0	0	16	16	08/16/2015 - 08/31/2015 (Semi-monthly)
									Total: 16	16	
USA Paid Time Off Plan (Salaried)	Hours	80	75	56	115	0	16	0	99	99	08/16/2015 - 08/31/2015 (Semi-monthly)
									Total: 99	99	

Submit Time Off Requests

From the Time Off worklet:

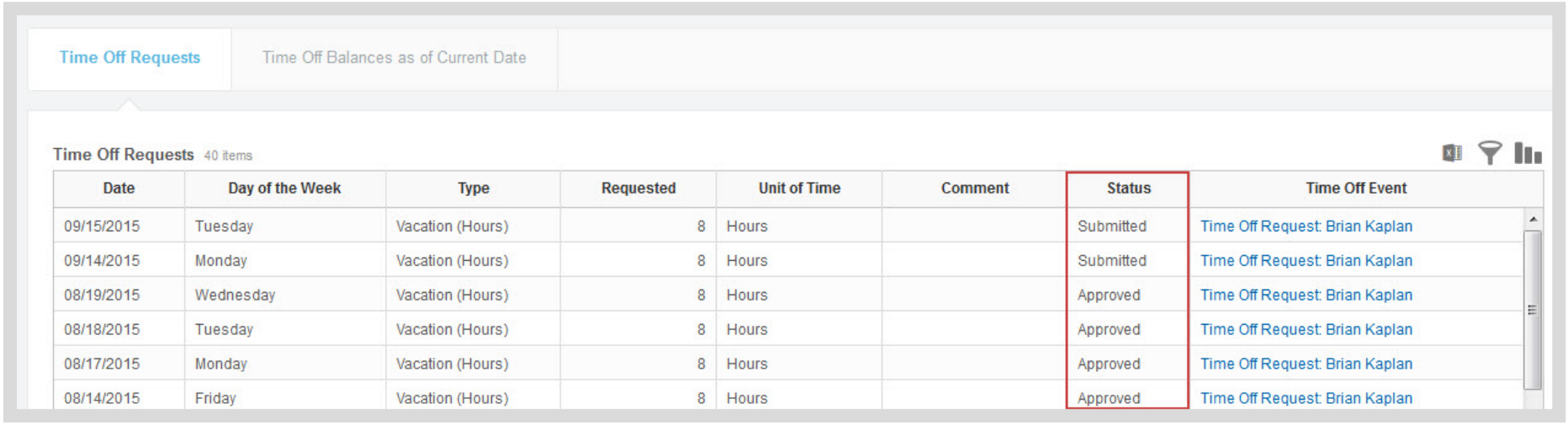
1. Click **Time Off** under Request.
2. Select the day(s) you wish to take time off. Click on a selected day to deselect it.



3. Click **Request Time Off**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Enter the Type of time off requested.
5. Enter the number of hours requested per day in the Daily Quantity field.
6. Click **Submit**.

Check on the Status of Your Request

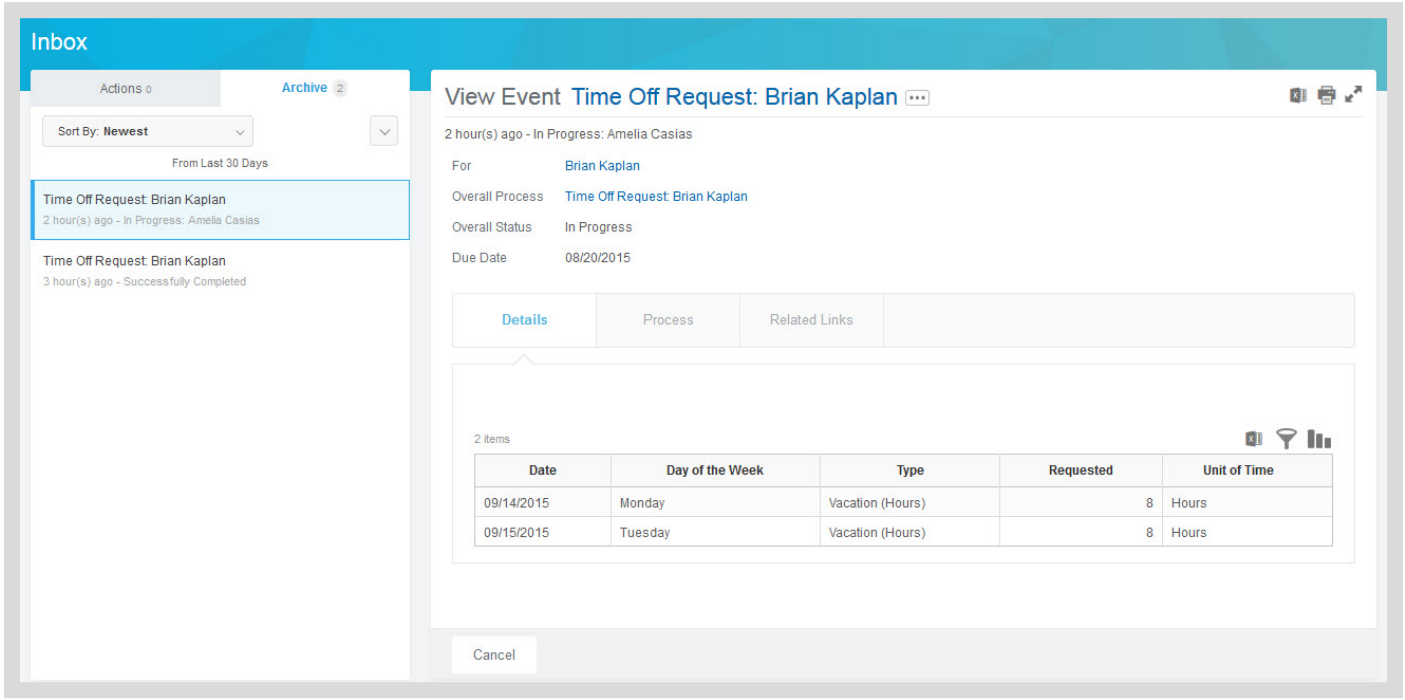
From the Time Off worklet, click **Time Off** under View. You can see the status of your requests on the table displayed.



Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	Time Off Event
09/15/2015	Tuesday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Brian Kaplan
09/14/2015	Monday	Vacation (Hours)	8	Hours		Submitted	Time Off Request: Brian Kaplan
08/19/2015	Wednesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/18/2015	Tuesday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/17/2015	Monday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan
08/14/2015	Friday	Vacation (Hours)	8	Hours		Approved	Time Off Request: Brian Kaplan

Cancel a Submitted Time Off Request

Submitted requests that *have not been approved* can be **canceled**. *Once approved*, you must **correct** the request before you change it.



From the Profile icon:

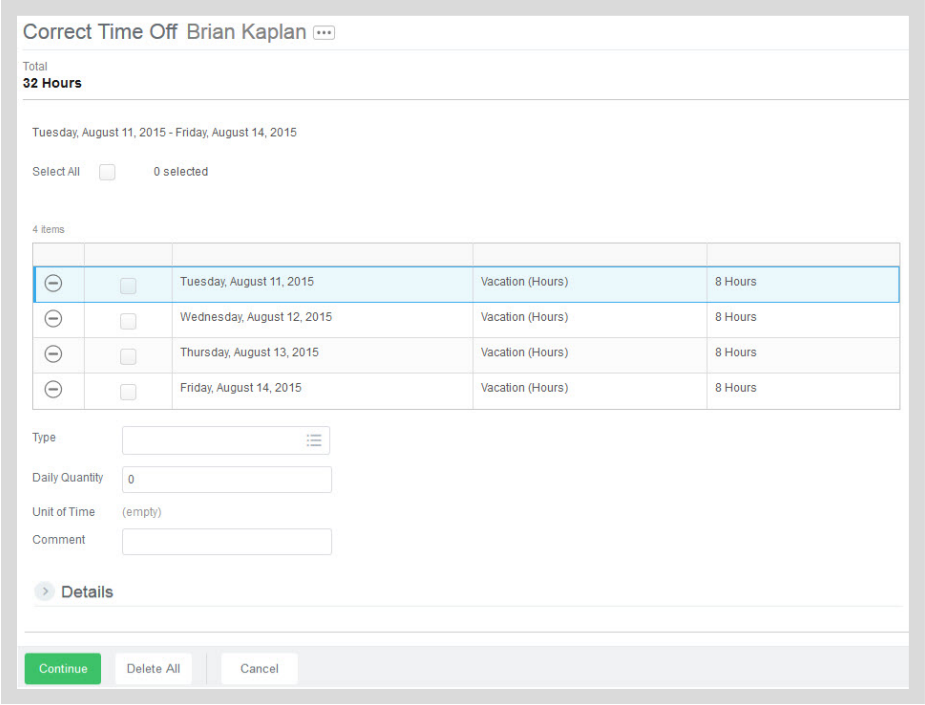
1. Click the **Inbox** link.
2. Click the **Archive** tab.
3. Click the **Time Off Request** task you want to cancel.
4. Click **Cancel**.
5. Enter a comment. This step is required for a cancelation.
6. Click **Submit**. No approval is required.

The Archive tab only includes Time Off requests completed within the last 30 days.

Modify Previously Submitted and Approved Requests

From the Time Off worklet:

1. Click **Time Off Correction** under Request. If you have no approved requests, you will receive an error message.
2. Click the approved time off request on the calendar. Select the day(s) you want to correct. Enter an adjustment to requested hours. Remove hours by entering “0” (zero). The projected balance at the top automatically updates once you leave the field.



3. Enter comments, if necessary.
4. Click **Continue**.