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:
- Banked Overtime
- Medical/Dental Time Off
- Other Time Off
- Paid Sick Time Off
- Union/Business Time Off
- Unpaid Personal Time Off
- Unpaid Sick Time Off
- Vacation

Viewable balances include:
<table>
<thead>
<tr>
<th>Vacation</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>77.86</td>
<td>140</td>
</tr>
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</table>