## Overview

This job aid explains how to check Time Off Balances in Workday. This is an important process for employees that want to confirm their annual time off balance at the end of the year to avoid forfeiting any hours before the deadline. **The deadline to use annual and personal time off for staff and administrators is always the last Friday before Winter Break, which is also the last day of the final pay period in the calendar year.**

If you have any questions about your Time Off Results, please contact the HRIS Team at HRWorkdaySupport@montgomerycollege.edu.

1. Log into Workday. Click on the **Person/Picture icon**. Click on **View Profile**.
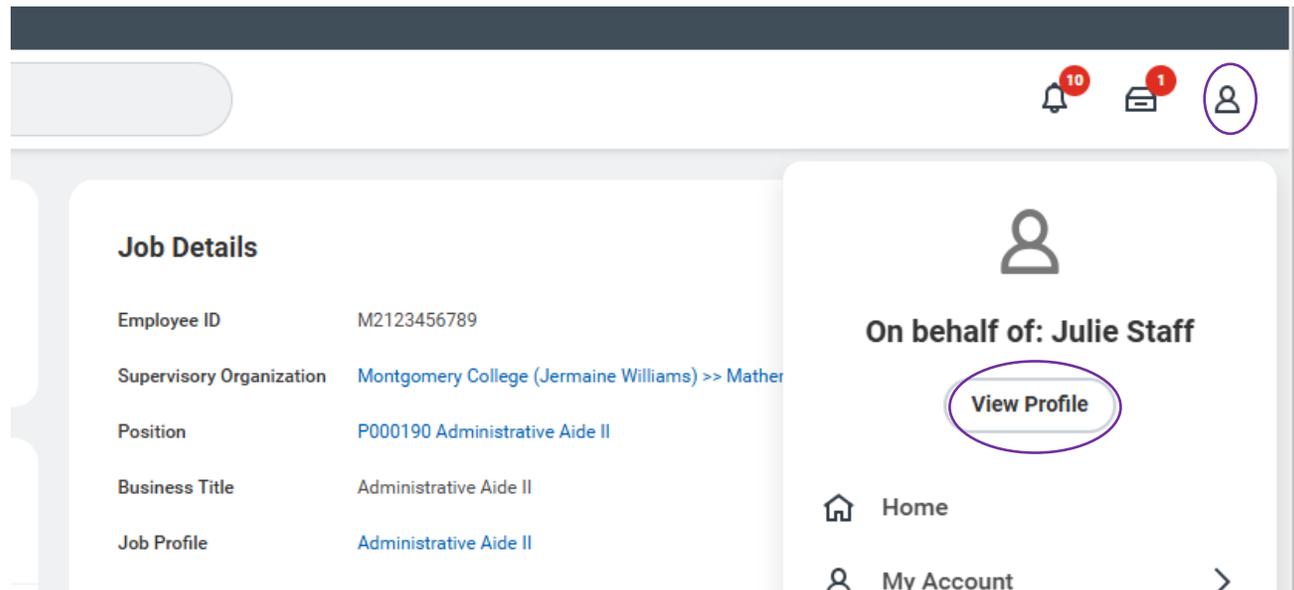
2. To view current Time Off balances, click on **Absence**, then **Absence Balance**.

Your current balances will populate for all applicable Absence Plans (i.e., Time Off) on the left.

3. To view time off balances as of a future date, click on **Absence**, then the **Absence Requests** tab, then select **Add Absence**.
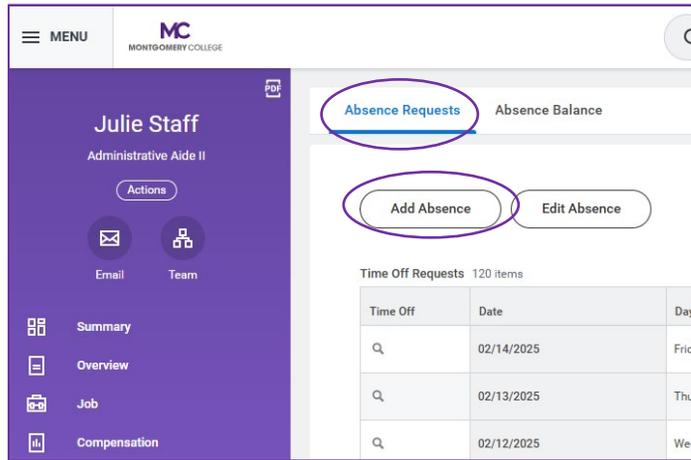
4. Enter the date in the **Balance as of** field. You can click on the calendar icon and select the date, or type it in.
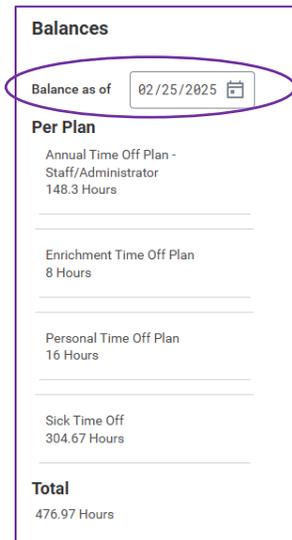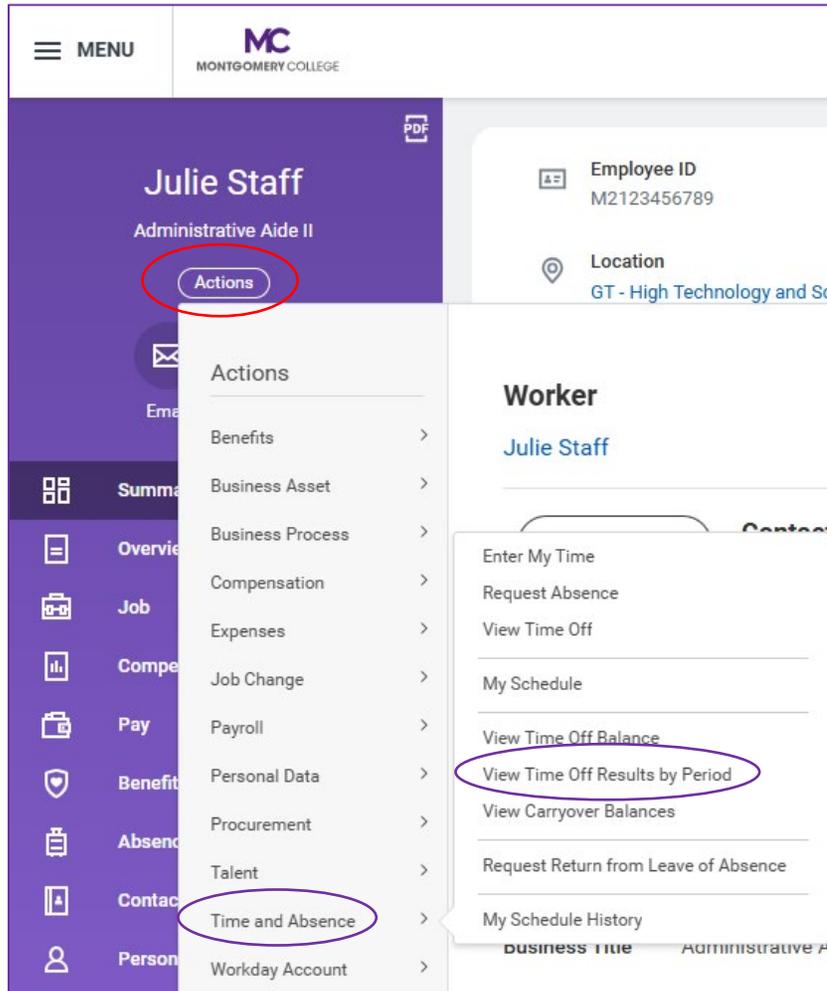
For example, to view time off balances for the end of the 2025 calendar year, enter 12/19/25 as the **Balance as of date**.

Balances

Balance as of 12/19/2025

Per Plan

Annual Time Off Plan -
Staff/Administrator
283.6 Hours

Enrichment Time Off Plan
8 Hours

Personal Time Off Plan
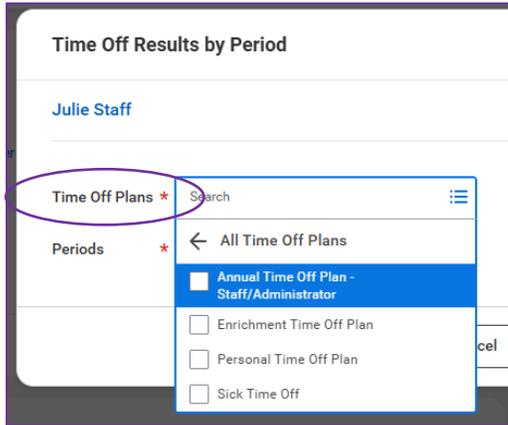16 Hours

Sick Time Off
385.85 Hours

Total
693.45 Hours

5. To view time off balance details, including all future accruals (additions) and approved future time off requests (deductions), click on **Actions**, then select **Time and Absence**, then **View Time Off Results by Period**.
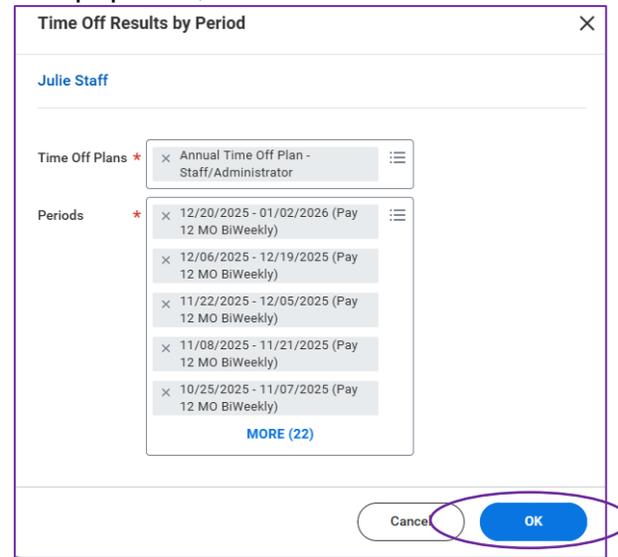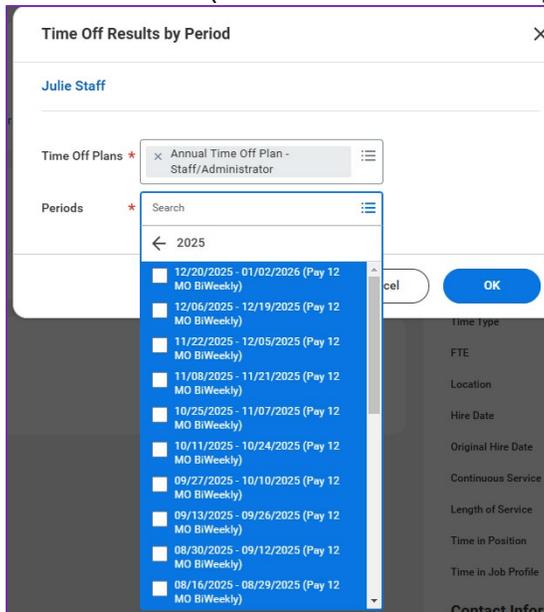
6. Select the **Time Off Plan** you want to view.

7. Select the **Periods** you want to view. For example, to view all of 2025, select **2025**, press **ctrl + a** and click on **any checkbox** (this will select all 2025 periods). Once the periods populate, click **OK**.

8. The Time Off Results by Period report will populate. To export this report to Excel or PDF, click on the **Excel or PDF icons** on the right.

The report will show the full year if you enter the last Friday of the final pay period of the applicable calendar year. Scroll to the bottom to find the final pay period. It will include what you started with, what you have already and will accrue per pay period for the rest of the year, and the ending balance.

> **Important**: This report is based on full accruals for full-time employees working 80 hours each future pay period. If you work less than 80 hours, then the applicable accrual will be prorated, but not until after the pay period has been closed and payroll has been processed.
>
> Part-time with less than 100% FTE, the report will prorate based on the applicable FTE, but the actual amount can vary based on total hours actually worked.