

## View Time Off Balance and Details

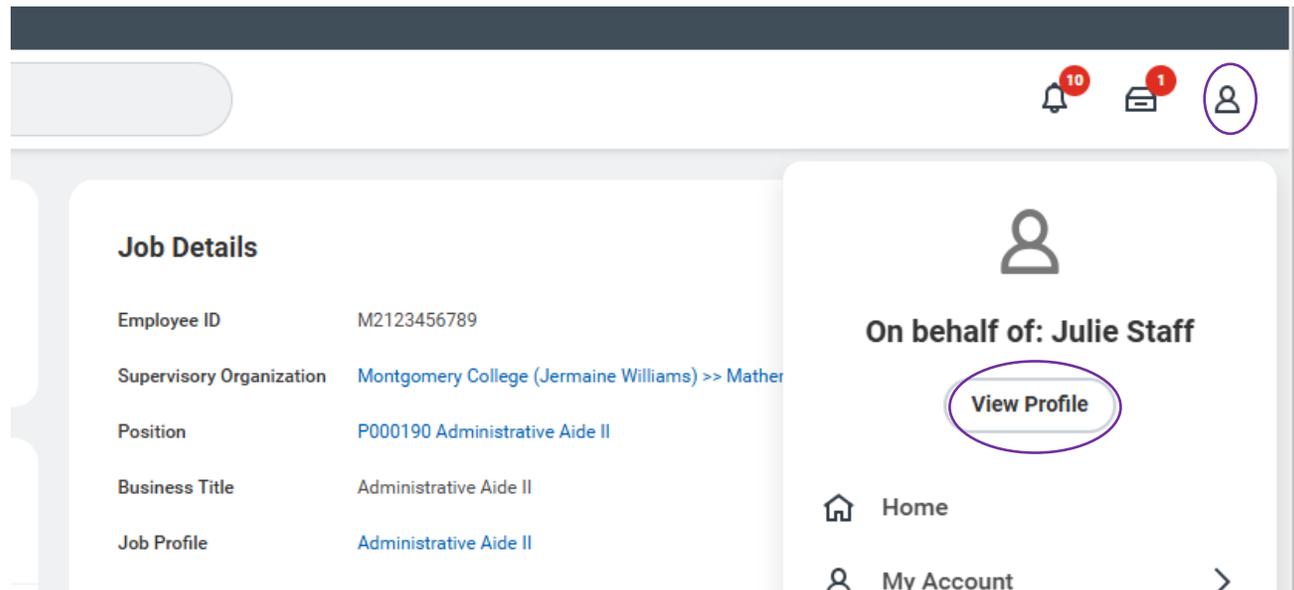
### Workday Job Aid for Employees

### 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](mailto:HRWorkdaySupport@montgomerycollege.edu).

1. Log into [Workday](#). Click on the **Person/Picture icon**. Click on **View Profile**.



## View Time Off Balance and Details

### Workday Job Aid for Employees

2. To view current Time Off balances, click on **Absence**, then **Absence Balance**.

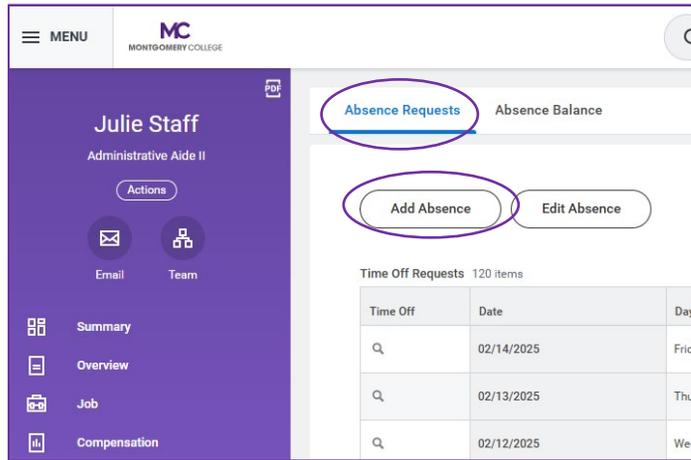
Your current balances will populate for all applicable Absence Plans (i.e., Time Off) on the left.

The screenshot shows the Workday interface for Julie Staff, Administrative Aide II. The left sidebar has 'Absence' highlighted. The main area shows the 'Absence Balance' section with a table of 'Balances Tracked in Hours'.

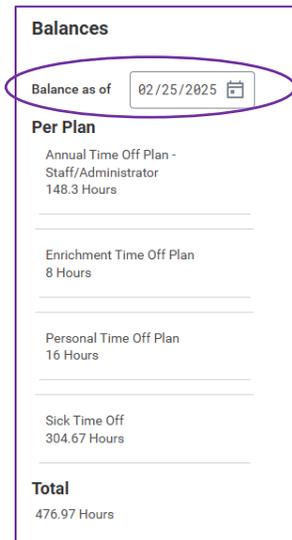
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
Annual Time Off Plan - Staff/Administrator	Hours	143.7	24.6	20	148.3	0	0	0	148.3	148.3	02/15/2025 - 02/28/2025 (Pay 12 MO BiWeekly)
Enrichment Time Off Plan	Hours	0	8	0	8	0	0	0	8	8	02/15/2025 - 02/28/2025 (Pay 12 MO BiWeekly)
Personal Time Off Plan	Hours	0	24	8	16	0	0	0	16	16	02/15/2025 - 02/28/2025 (Pay 12 MO BiWeekly)
Sick Time Off	Hours	313.91	14.76	16	312.67	0	0	0	312.67	304.67	02/15/2025 - 02/28/2025 (Pay 12 MO BiWeekly)
<b>Total</b>									<b>484.97</b>	<b>476.97</b>	

## View Time Off Balance and Details *Workday Job Aid for Employees*

- To view time off balances as of a future date, click on **Absence**, then the **Absence Requests** tab, then select **Add Absence**.



- Enter the date in the **Balance as of** field. You can click on the calendar icon and select the date, or type it in.



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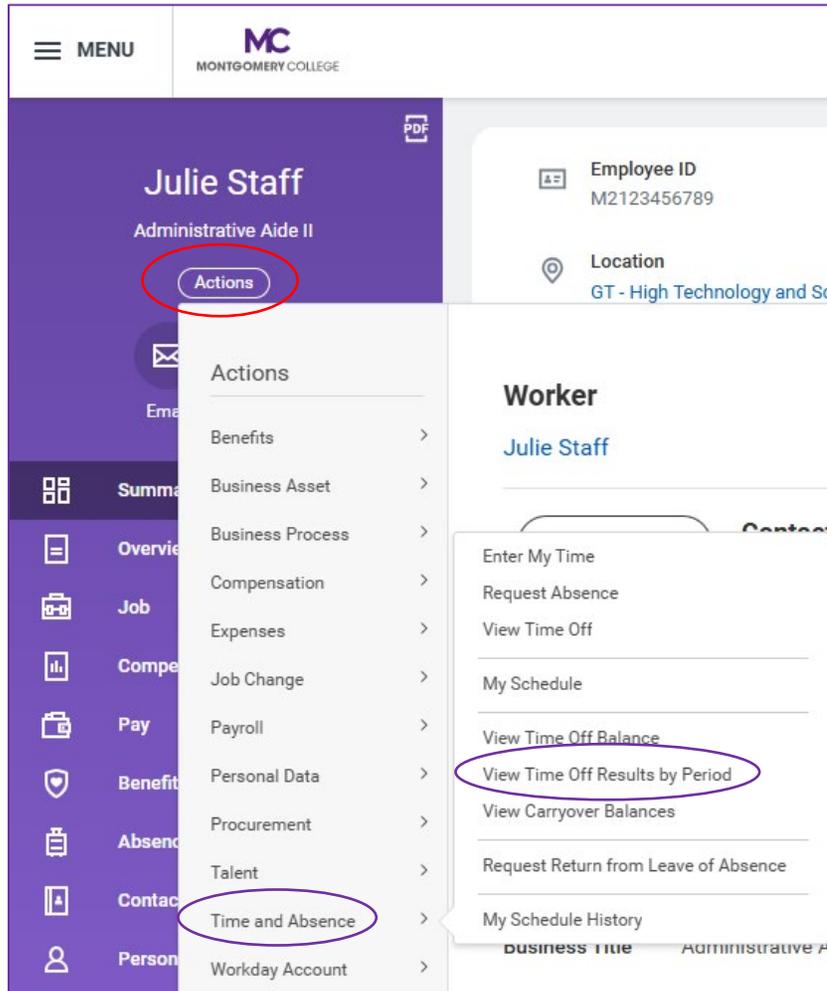
*Workday Job Aid for Employees*

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
<b>Total</b>	693.45 Hours

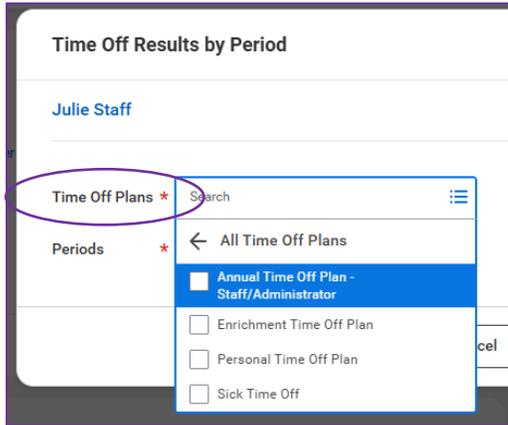
## View Time Off Balance and Details *Workday Job Aid for Employees*

- 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**.

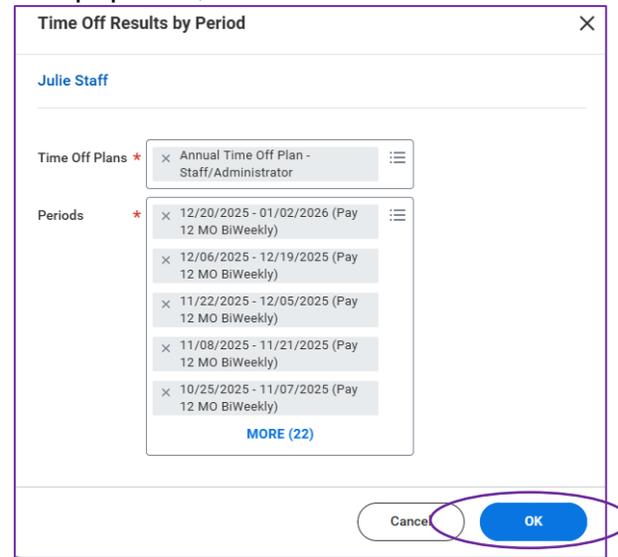
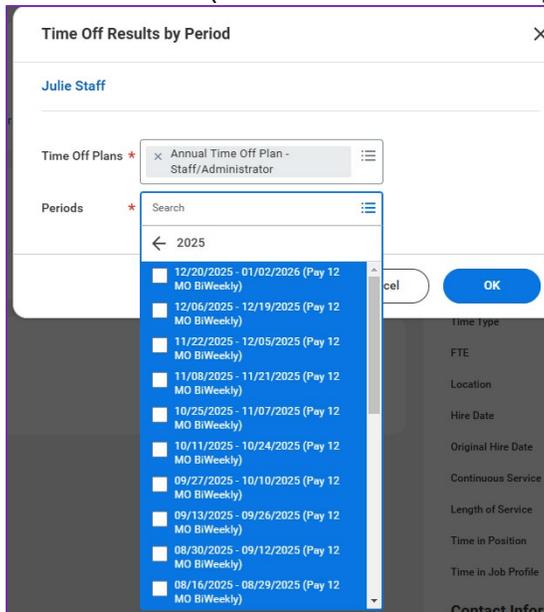


## View Time Off Balance and Details *Workday Job Aid for Employees*

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**.



## View Time Off Balance and Details

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- 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.

**Time Off Results by Period** Julie Staff ☰ 🔍

To view details drill down on Year to Date values

**Periods**

- 12/20/2025 - 01/02/2026 (Pay 12 MO BiWeekly)
- 12/06/2025 - 12/19/2025 (Pay 12 MO BiWeekly)
- 11/22/2025 - 12/05/2025 (Pay 12 MO BiWeekly)
- 11/08/2025 - 11/21/2025 (Pay 12 MO BiWeekly)
- 10/25/2025 - 11/07/2025 (Pay 12 MO BiWeekly)
- More (22)

**Time Off Plans** Annual Time Off Plan - Staff/Administrator

27 items

Balance Period	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	Balance at End of Period	Balance at End of Period (Includes Events Awaiting Approval)
12/21/2024 - 01/03/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	6.15	0	143.7	6.15	0	0	149.85	149.85
01/04/2025 - 01/17/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	12.3	0	149.85	6.15	0	0	156	156
01/18/2025 - 01/31/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	18.45	0	156	6.15	0	0	162.15	162.15
02/01/2025 - 02/14/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	24.6	20	162.15	6.15	20	0	148.3	148.3
02/15/2025 - 02/28/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	30.75	20	148.3	6.15	0	0	154.45	154.45
03/01/2025 - 03/14/2025 (Pay 12 MO BiWeekly)	Annual Time Off Plan - Staff/Administrator	Hours	143.7	36.9	20	154.45	6.15	0	0	160.6	160.6

**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.