Hexcel's Workday User Manual

Chapter 5-04 Absence

TIME OFF BALANCES

This is the process to view any Employee's time off balances in your organization.

View Time Off Balances

1. Use the **Search** field on the HR Partner's Home Page to find the Employee whose balances you want to view.



2. Click on the icon for available actions for the selected Employee. Hover over **Time and Leave** and select **View Time Off Balance**.

Krueger, Ronald (54378)			Available Actions	Worker Krueger, Ronald (54378)			
Weaver	excel.com		Calendar Compensation Job Change	View Team	Contact Email Rexcel@hexcel.com		
Job Job Details	Compensation Organizations Ma	Benefits nagement Chain	Organization Payment Payroll	 Job Organization Business Title 	Sgn Glass 1 (Franklin, David (5550)) Weaver		
Job Details Employee ID Organization	54378 Hexcel (Stanage, 1 Weaver	lick (8845)) >> Sgn	Payroll Interface Personal Data Talent Time and Leave	Manager Location Time in Position	Franklin, David (5550) Seguin 6.31		
Business Title Job Profile Employee Type Time Type	Weaver 2175 - Weaver Regular Full time		Favorite Security Profile Additional Data				

3. Select the **As Of** date. You may either view the balance as of the date of inquiry or a future date.



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4. Balances for all accrual plans will populate.

Balance As Of Date 04/3	ince As Of Date 04/30/2014										
Values displayed are based	d on the Balance	As Of Date entered. To	view details drill down	on Year to Date values							
Balances Tracked in Ho	OUFS 4 items										SI In
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
US Sick Time Off Plan	Hours	48.1	12.95	0	400	0	D	D	400	400	04/28/2014 - 05/11/2014 (Bi-Weekly (Mon-Sun))
									Total: 400	400	
US Vacation Time Off Plan	Hours	200.2	55.4	0	59.65	0	D	0	59.65	59.65	04/28/2014 - 05/11/2014 (Bi-Weekly (Mon-Sun))
									Total: 59.65	59.65	

Time Off and Leave Balances Report (By Employee)

1. From the HR Partner's Home page use the **Search** box to find the report titled **HX – Time Off and** Leave Balances

Ξ	Q hx time off			
Categoi	HX US Employee Time Off Balances by Time Off Plan - Report HX - Time Off and Leave Balances - Report			
Comn	zations	HX .lob Profile Overview		

2. Query Workday for any Employee you wish to see their **Time Off and Leave Balances**. Change the **As Of** date, if applicable. Click **OK**.

HX - '	Time Off and Leave Balances
Worker	search 📳
	X Dalton, William (16088)
As Of	04/30/2014 💼
ОК	Cancel

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3. A summary of the Employee's Time Off and Leave balances will display.

6 items						Ø 7 I
Worker	Last Leave Request	Total Leave Taken this Balance Year (includes Current Requested)	Leave Plans		Time Off Plans	
			Leave Plan	Leave Balance	Time Off Plan	Time Off Balance
Dalton, William (16088)		D	Company > US Personal Leave	30	US Military Time Off Plan (Encampment)	80 *
			Disability > US Short Term Disability Leave	1040	US Sick Time Off Plan	10.8
			Disability > US Worker's Comp Leave - Waiting Period	40	US Vacation Time Off Plan	8.93
			FMLA > US FMLA - Family Member on Active Duty Leave	480		
			FMLA > US FMLA - Medical (Self/Family) Leave	480		
			FMLA > US FMLA - Military Caregiver Leave	1040		
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Date	Chapter Modified