

Hexcel's Workday User Manual

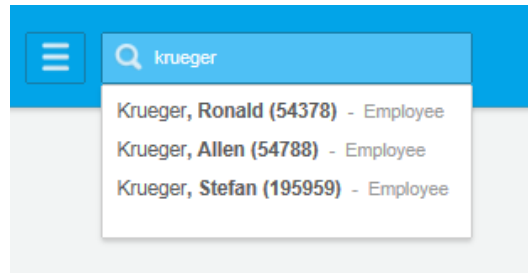
Chapter 5-04 Absence


TIME OFF BALANCES

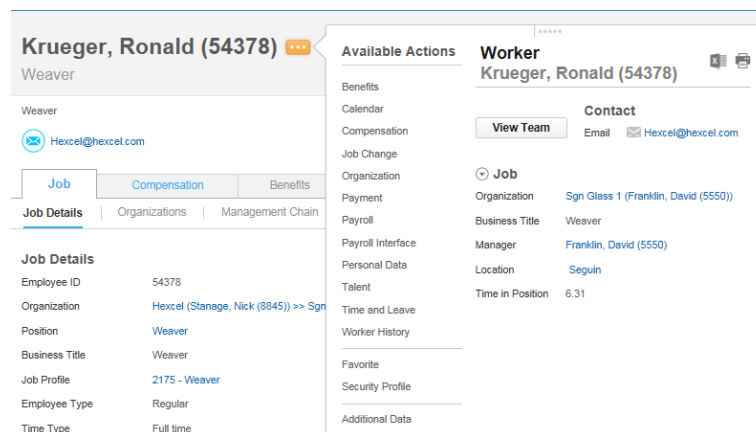
This is the process to view any Employee's time off balances in your organization.

View Time Off Balances

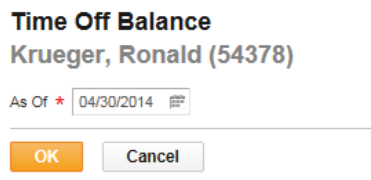
1. Use the **Search** field on the HR Partner's Home Page to find the Employee whose balances you want to view.



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



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 04/30/2014

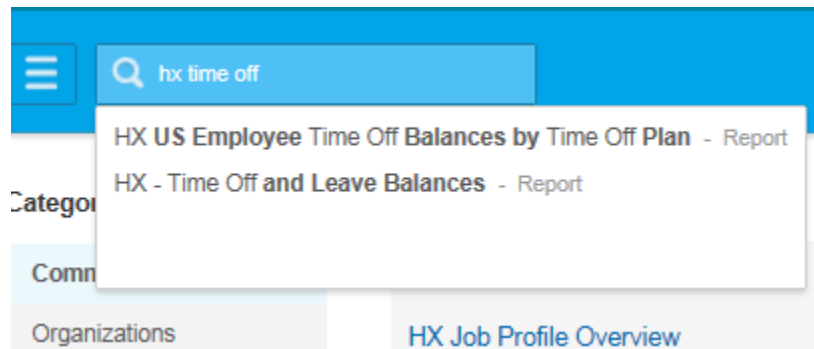
Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 4 Items

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	0	0	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	0	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**



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

Dalton, William (16088)

As Of

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

6 Items

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)		0	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		

Date	Chapter Modified