

Check Your Time Off Balance

Last updated March 30, 2020

Before requesting time off, it's advisable to check your vacation and/or sick time balance so you can confirm that you've accrued enough hours and so you can plan for future time off needs.

Time Off Projections

You can view your time off as of the current date or you can project how much time off you'll have at a future date, based on your rate(s) of accrual.

Hourly (nonexempt) employees only accrue time off based on the hours they have already worked, submitted, and been approved for. As such, they cannot forecast future time off in Workday.

Quickly View Balance While Requesting Time Off

You can view your time off balance(s) directly from the [Request Time Off](#) task (located in the sidebar).

If you need additional detail, you can follow the steps below.

Detailed Time Off Balance Report

1) Run the [Time Off Balance](#) report (also found in the *Time Off* worklet).

2) In the *As Of* field, select the date you would like to view.

a. Workday will recalculate your time off balance for the selected date based on your time off accrual rate.

b. The *As Of* field defaults to today's date.

3) Click **OK** to continue.

4) The resulting table details your time off for the selected date, with time off types separated by row.

a. Time off balances are tracked either in days or hours (depending on the type of plan). See the ***Unit of Time*** column for this information.