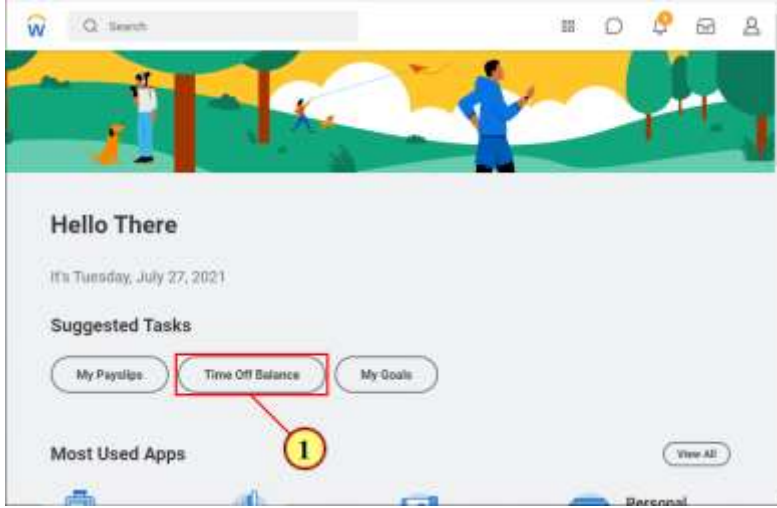



Step-by-Step Procedure

<p>This simulation will show the steps to view your time off balances in Workday.</p> <p>1. Click the Time Off Balance task.</p>	 <p>The screenshot shows the Workday home page. At the top, there is a search bar and navigation icons. Below that is a banner image of a person in a blue shirt. Underneath, it says "Hello There" and "It's Tuesday, July 27, 2021". There are three buttons: "My Payslips", "Time Off Balance", and "My Goals". The "Time Off Balance" button is highlighted with a red box, and a yellow circle with the number 1 points to it. Below the buttons is a "Most Used Apps" section with a "View All" button.</p>
<p>2. Enter the applicable As Of date. For this example, enter 2022-01-27.</p>	 <p>The screenshot shows the "Time Off Balance" dialog box. At the top, it says "Time Off Balance". Below that, there is an "As Of" field with a date picker. The date "2021-07-27" is entered in the field, and it is highlighted with a red box. A yellow circle with the number 2 points to the date field. At the bottom, there are two buttons: "OK" and "Cancel".</p>

<p>3. Click OK.</p>																															
<p>In the Balances Tracked in Hours table, you can view time off balances such as Carryover Balance, Accrued Year To Date, Absence Paid Year To Date, Accrued In Period, and Absence In Period.</p>	<table border="1"> <thead> <tr> <th>Absence Plan</th> <th>Unit of Time</th> <th>Beginning Year Balance</th> <th>Carryover Balance</th> <th>Accrued Year To Date</th> <th>Absence Paid Year To Date</th> <th>Beginning Period Balance</th> <th>Accrued In Period</th> <th>Absence Paid In Period</th> <th>Carryover Forwarded In Period</th> </tr> </thead> <tbody> <tr> <td>Personal Time Off</td> <td>Hour</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>72</td> </tr> <tr> <td>Vacation</td> <td>Hour</td> <td>40</td> <td>40</td> <td>13.20</td> <td>0</td> <td>40</td> <td>13.20</td> <td>0</td> <td>28</td> </tr> </tbody> </table>	Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued In Period	Absence Paid In Period	Carryover Forwarded In Period	Personal Time Off	Hour	0	0	0	0	0	0	0	72	Vacation	Hour	40	40	13.20	0	40	13.20	0	28
Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued In Period	Absence Paid In Period	Carryover Forwarded In Period																						
Personal Time Off	Hour	0	0	0	0	0	0	0	72																						
Vacation	Hour	40	40	13.20	0	40	13.20	0	28																						

<p>You can also view the Ending Period Balance and Ending Period Balance Including Pending Events.</p>	
<p>The next steps will explain the second way to view your time off balances.</p> <p>4. Click the Absence worklet (app).</p>	
<p>In the Available Balance as of Today section, you can view a snapshot of your current time off balances.</p> <p>5. Click My Absence.</p>	

6. Click the **View More** icon to view the status of your time off request.







My Absence Aaron Royale (2000044)

Organization: Suncor Energy (Mark Little (88291)) - Finance & Planning OS (Pi O'Brien (2000043))
Manager(s): Pi O'Brien (2000043)

Absence Requests | Absence Adjustments | Absence Balances as of Current Date

Turn on the filter table view

Absence Requests: 12 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
2021-12-04	Friday	Vacation	8	Hours	Approved	
2021-12-03	Thursday	Vacation	8	Hours	Approved	
2021-12-02	Wednesday	Vacation	8	Hours	Approved	
2021-12-01	Tuesday	Vacation	8	Hours	Approved	
2021-12-00	Monday	Vacation	8	Hours	Approved	
2021-10-06	Friday	Personal Time Off	8	Hours	Approved	

In the **Overall Status** field, you can view the status of your time off request.

For: Aaron Royale (2000044)

Overall Process: Absence Request: Aaron Royale (2000044)

Overall Status: Business Fully Completed

Calendar(s) in Use: Consecutive Days (No Calendar Selected)

Details | Process

Turn on the filter table view

Request Details: 5 items

Date	Day of the Week	Type	Requested	Unit of Time
2021-12-06	Monday	Vacation	8	Hours
2021-12-07	Tuesday	Vacation	8	Hours
2021-12-08	Wednesday	Vacation	8	Hours
2021-12-09	Thursday	Vacation	8	Hours
2021-12-04	Friday	Vacation	8	Hours

7. Click the **Absence Adjustments** tab.







My Absence Aaron Royale (2000044)

Organization: Suncor Energy (Mark Little (88291)) - Finance & Planning OS (Pi O'Brien (2000043))
Manager(s): Pi O'Brien (2000043)

Absence Requests | **Absence Adjustments** | Absence Balances as of Current Date

Turn on the filter table view

Absence Requests: 12 items

Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
2021-12-04	Friday	Vacation	8	Hours	Approved	
2021-12-03	Thursday	Vacation	8	Hours	Approved	
2021-12-02	Wednesday	Vacation	8	Hours	Approved	
2021-12-01	Tuesday	Vacation	8	Hours	Approved	
2021-12-00	Monday	Vacation	8	Hours	Approved	
2021-10-06	Friday	Personal Time Off	8	Hours	Approved	

The **Absence Adjustments** tab displays the time off that has been adjusted. In this example, you may view that the Personal Time Off balance was adjusted by **8** hours as of **2021-02-01**.

Date	Day of the Week	Type	Adjusted	Use of Time
2021-02-01	Monday	Personal Time Off	8	Hours

8. Click the **Absence Balances as of Current Date** tab.

Date	Day of the Week	Type	Adjusted	Use of Time
2021-02-01	Monday	Personal Time Off	8	Hours

In the **As of Period** column, you will view the total balance by time off type as of the current month.

Year/Period	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
	40	8	48	0	0	0	48	48	2021-01-01 - 2021-01-31 (Month)
	88	8	80	0	0	0	88	88	2021-01-01 - 2021-02-01 (Month)
							Total	148	148

<p>The next steps will demonstrate the third way to view your time off balances.</p> <p>9. Click the Profile icon.</p>	
<p>10. Click View Profile to view your profile.</p>	
<p>11. Click Time Off.</p>	

In the **Ending Period Balance Including Pending Events** column, you can view the total time off balance by time off type for the current period.

Time Off Balances

Unit in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
8	0	0	40	40	2023-07-01 - 2023-07-01 (Monthly)
10	0	0	90	90	2023-07-01 - 2023-07-01 (Monthly)
Total			140	140	

12. Click **Time Off and Leave Requests** tab.

Time Off Balances

Unit in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
8	0	0	40	40	2023-07-01 - 2023-07-01 (Monthly)
10	0	0	90	90	2023-07-01 - 2023-07-01 (Monthly)
Total			140	140	

In the **Time Off Requests** table, you can view the details of each time off request.

The **Edit Time Off**, **Add Absence**, and **Edit Absence** options will let you view the absence calendar.

Time Off and Leave Requests

Edit Time Off Add Absence Edit Absence

Time Off	Date	Day of the Week	Type	Requested	Unit of Time
Q1	2023-10-04	Friday	Vacation		8 Hours
Q1	2023-10-23	Thursday	Vacation		8 Hours
Q1	2023-10-22	Wednesday	Vacation		8 Hours
Q1	2023-10-21	Tuesday	Vacation		8 Hours
Q1	2023-10-05	Monday	Vacation		8 Hours
Q1	2023-10-09	Friday	Personal Time Off		8 Hours
Q1	2023-09-07	Tuesday	Personal Time Off		8 Hours

13. Click the **Scrollbar** to navigate to the bottom of this page.

A screenshot of the employee portal for Aaron Royale (2000044). The left sidebar shows navigation options: Summary, Job, Compensation, Benefits, Time Off (highlighted), Pay, Contact, Personal, and Performance. The main content area displays a table of Time Off Requests. The table has columns for Time Off, Date, Day of the Week, Type, Requested, and Unit of Time. A red box highlights the scrollbar on the right side of the table, and a yellow circle with the number 13 is placed next to it.

Time Off	Date	Day of the Week	Type	Requested	Unit of Time
Q	2021-12-24	Friday	Vacation	8	Hours
Q	2021-12-23	Thursday	Vacation	8	Hours
Q	2021-12-22	Wednesday	Vacation	8	Hours
Q	2021-12-21	Tuesday	Vacation	8	Hours
Q	2021-12-20	Monday	Vacation	8	Hours
Q	2021-12-18	Friday	Personal Time Off	8	Hours
Q	2021-09-27	Tuesday	Personal Time Off	8	Hours
Q	2021-09-23	Friday	Vacation	8	Hours
Q	2021-09-22	Thursday	Vacation	8	Hours

14. Click **Time Off** to view details of the time off request.

A screenshot of the employee portal for Aaron Royale (2000044), showing the same list of time off requests as the previous screenshot. A red box highlights the 'Time Off' column header, and a yellow circle with the number 14 is placed next to it.

Time Off	Date	Day of the Week	Type	Requested	Unit of Time
Q	2021-12-24	Friday	Vacation	8	Hours
Q	2021-12-23	Thursday	Vacation	8	Hours
Q	2021-12-22	Wednesday	Vacation	8	Hours
Q	2021-12-21	Tuesday	Vacation	8	Hours
Q	2021-12-20	Monday	Vacation	8	Hours
Q	2021-12-18	Friday	Personal Time Off	8	Hours
Q	2021-09-27	Tuesday	Personal Time Off	8	Hours
Q	2021-09-23	Friday	Vacation	8	Hours
Q	2021-09-22	Thursday	Vacation	8	Hours

In the **Request Details** field, you can view the status of the requested time off balances.

A screenshot of the 'Request Details' page for Aaron Royale (2000044). The page shows overall process information and a table of requested time off balances. A red box highlights the 'Request Details' field.

For: Aaron Royale (2000044)
 Overall Process: Absence Request: Aaron Royale (2000044)
 Overall Status: Successfully Completed
 Calendars In Use: Consecutive Days (No Calendars Selected)

Details Process

Date	Day of the Week	Type	Requested	Unit of Time
2021-12-20	Monday	Vacation	8	Hours
2021-12-21	Tuesday	Vacation	8	Hours
2021-12-22	Wednesday	Vacation	8	Hours
2021-12-23	Thursday	Vacation	8	Hours
2021-12-24	Friday	Vacation	8	Hours

You have successfully

completed the steps to view your time off balances in Workday.	