

Absence: Viewing Time Off Balances

WHAT IS TIME OFF?

The phrase “Time Off” encompasses:

- Paid Time Off (PTO)
- Extended PTO
- Personal Holidays
- Continued Medical Education (CME) Hours
- Donated Paid Time Off (PTO)
- Paid Military Time Off
- Paid Parental Time Off

HOW TO VIEW TIME OFF IN WORKDAY

1. On the Home Page, click the **Absence** Application.
2. Here you can see your **Available Balances as of Today**.



Workday only displays the time off plans for which you are eligible.

Available Balance as of Today	
Does not include future absence requests	
0 Hours - Donated Time Off	
284.05 Hours - Extended PTO	
8 Hours - Personal Holiday - Biweekly	
255.44 Hours - Primary PTO – Biweekly	

VIEWING BALANCES AS OF A DATE RANGE

1. Click **Absence Balance** under the **View** section.

Absence Balance

2. In order to see a specific pay period accrual, you will need to enter the **pay period end date** in the **As Of Date**.

For example, for the pay period of 06/20/2021 – 07/03/2021 you would type in **07/03/2021**.

3. Click **OK**.
4. Take note of the Column called **Accrued in Period**. This is the accrual for that specific pay period.

Balances Tracked in Hours 5 items						
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period
Donated Time Off	Hours	0	0	0	0	0
Extended PTO	Hours	251.94	32.11	0	281.58	2.47
Personal Holiday - Biweekly	Hours	0	32	24	16	0
Primary PTO – Biweekly	Hours	217.44	78	40	249.44	6

HOW TO REQUEST TIME OFF

Time off requests must be submitted through UKG (Kronos) or the applicable time-keeping system.

Resources can be found the [Workforce Management SharePoint site](#).

The **Employee Contact Center** is also available to assist via phone at 570-271-6640 or email at: employeecontactcenter@geisinger.edu.