

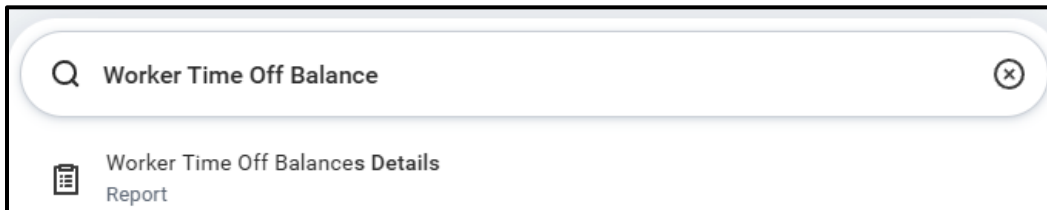
# Reporting: Worker Time Off Balances Details

## What is the Worker Time Off Balances Details report used for?

As a manager, you can run the **Worker Time Off Balances Details** report at any time to see the balances of any Time Off Plan (i.e. PTO, CME, National Holiday, etc.) as of a specific date for your direct reports. The report can be run for specific employees or all your employees. It can also be run for a specific Time Off Plan or multiple Time Off Plans.

## Running the Report

To get to this report, type **Worker Time Off Balance Details** in the Workday search bar. Click on the report name.



**NOTE:** This report is designed for managers and will only display data for workers that roll up to the manager.

# Reporting: Worker Time Off Balances Details

## Prompts

Worker Time Off Balances Details

Worker 1

Organizations 2 \*

Include Subordinate Organizations 3

Time Off Plans 4 \*

Effective as of Date 5 \* 04 / 02 / 2026

Cancel OK

**1** **WORKER**  
Use this field only if you want to run the report for specific employees.

**2** **ORGANIZATIONS**  
Choose which organizations to pull the data from. Enter your last name in Organizations and select your applicable group(s).

**3** **INCLUDE SUBORDINATE ORGANIZATIONS**  
When this is checked, the report will include employees from all Supervisory Organizations that report up through you. Only check this if you want to see balances for all

### TIME OFF PLANS

**4** Select the plans that you would like to view balances for. Multiple plans can be selected if needed. **NOTE:** Some Time Off Plans, such as Bereavement, do not carry balances.

### EFFECTIVE AS OF DATE

**5** This date will automatically populate with the current date. If you use the current date, the report will return the most recent time off balance. If you use a date in the past, the report will return the balance as of that date. Entering a future date will only return the current balance for most plans.

**NOTE:** Time Off Plans accrue time or have time deducted at specific times in the period. The report will return the balance that is available as of the specific date you enter.

# Reporting: Worker Time Off Balances Details

## Reviewing the Data

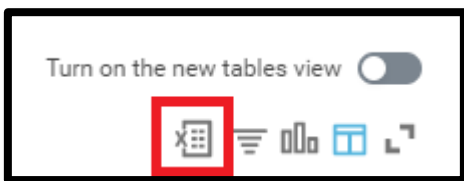
### TABLE

The report displays information for each employee for all Time Off Plans that were chosen. The Balance Period is the timeframe used to calculate accruals, usage and carryover, typically the calendar year.

You will see the balance as of the beginning of the year (Beginning Year Balance) as well as how much time has been accrued in the year (Accrued Balance to Date). The Total Balance Remaining column will show the current balance. This will almost always match the two balance columns that follow it because we do not use Workday Time Tracking.

Some Time Off Plans, such as CME, do not allow hours to carry over from one year to the next. For those plans, you will see an amount in the Current Balance at Risk of Forfeiture Excluding Pending Events as of the Next Carryover Date column.

Worker	Time Off Plan	Eligible Time Off Plans For Worker As of Date										Current Balance at Risk of Forfeiture Excluding Pending Events as of Next Carryover Date	Next Carryover Expiration Date	Carryover Balance at Risk Of Forfeiture as of Next Carryover Expiration Date
		Balance Period Start Date	Balance Period End Date	Beginning Year Balance	Accrued Balance to Date	Total Balance Remaining	Total Balance as of Balance Period End Date	Total Balance as of Balance Period End Date (Includes Events Awaiting Approval)	Next Balance Period Start Date	Next Carryover Date				
Employee A	CME - Monthly	01/01/2026	12/31/2026	0	120	104	104	104	01/01/2027	01/01/2027	104	0		
	Primary PTO - Monthly	01/01/2026	12/31/2026	128.56	56.01	144.57	144.57	144.57	01/01/2027	01/01/2027	0	0		
Employee B	CME - Monthly	01/01/2026	12/31/2026	0	120	112	112	112	01/01/2027	01/01/2027	112	0		
	Primary PTO - Monthly	01/01/2026	12/31/2026	120.34	56.01	176.35	176.35	176.35	01/01/2027	01/01/2027	0	0		
Employee C	CME - Monthly	01/01/2026	12/31/2026	0	120	120	120	120	01/01/2027	01/01/2027	120	0		
	Primary PTO - Monthly	01/01/2026	12/31/2026	44.06	50.01	94.07	94.07	94.07	01/01/2027	01/01/2027	0	0		
Employee D	CME - Monthly	01/01/2026	12/31/2026	0	120	120	120	120	01/01/2027	01/01/2027	120	0		



### ANALYTICS USING EXCEL

You can export the report to Excel by clicking on the Excel button on the top right corner of the report.

Have Questions? Contact our Employee Benefits team at [employeebenefits@geisinger.edu](mailto:employeebenefits@geisinger.edu)