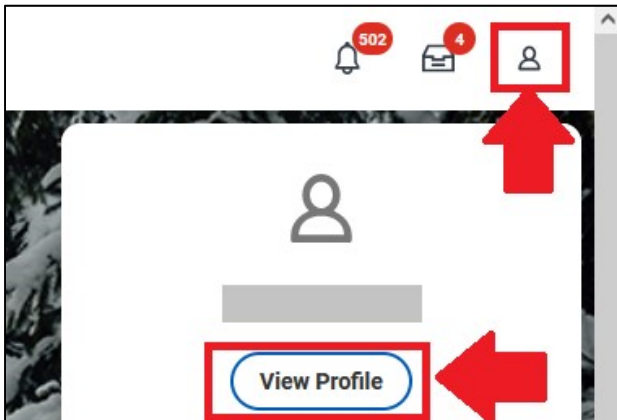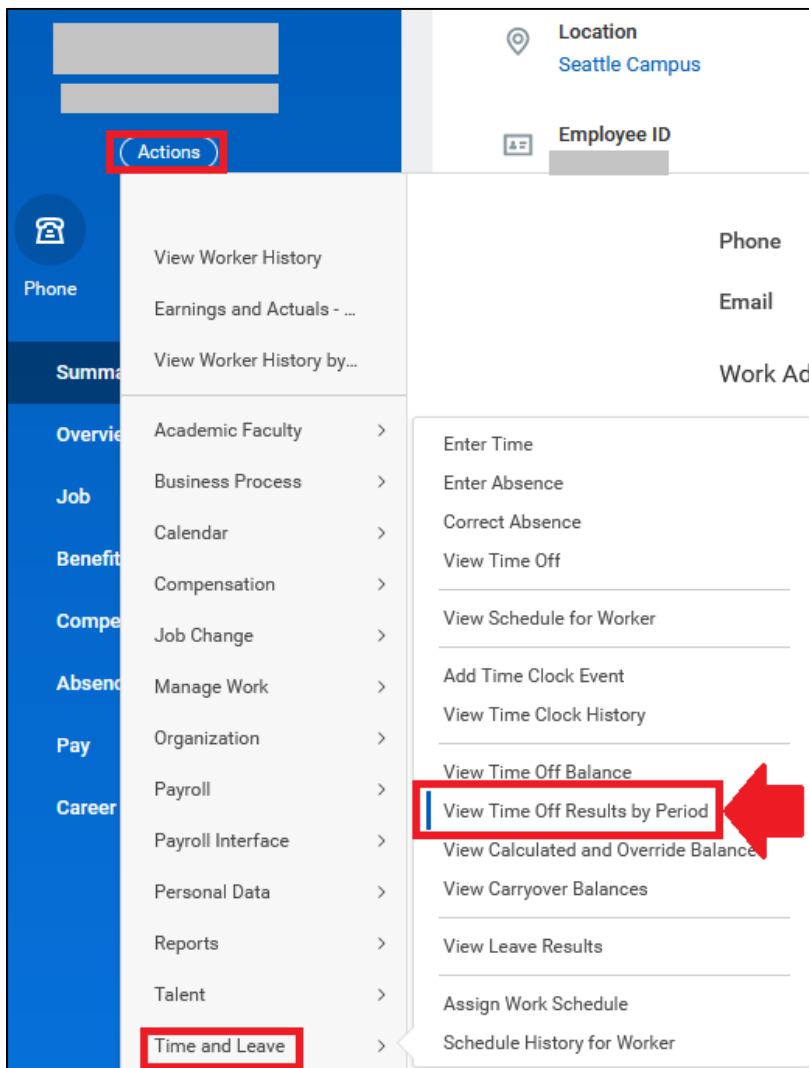**How to find your future leave accrual**

1. From the Workday Home screen click the **Person** icon in the top right corner
2. Click **View Profile** under your name
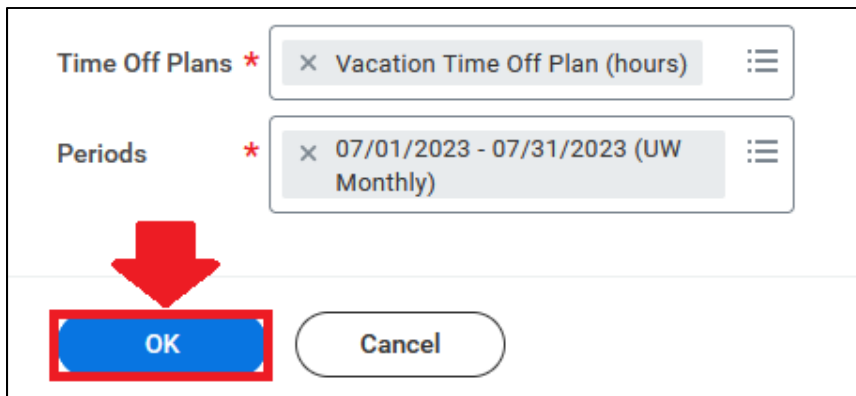

3. Click on **Actions**
4. Mouse over <u>Time and Leave</u> and click on **View Time Off Results by Period**

5. In the Time Off Plans type in "**vac**" and press <u>enter</u> on your keyboard to select **Vacation Time Off Plan (hours)**
6. In the Periods field, click the **three lines**, click on **2023** and **check the box** next to <u>07/01/2023 – 07/31/2023 (UW Monthly)</u>
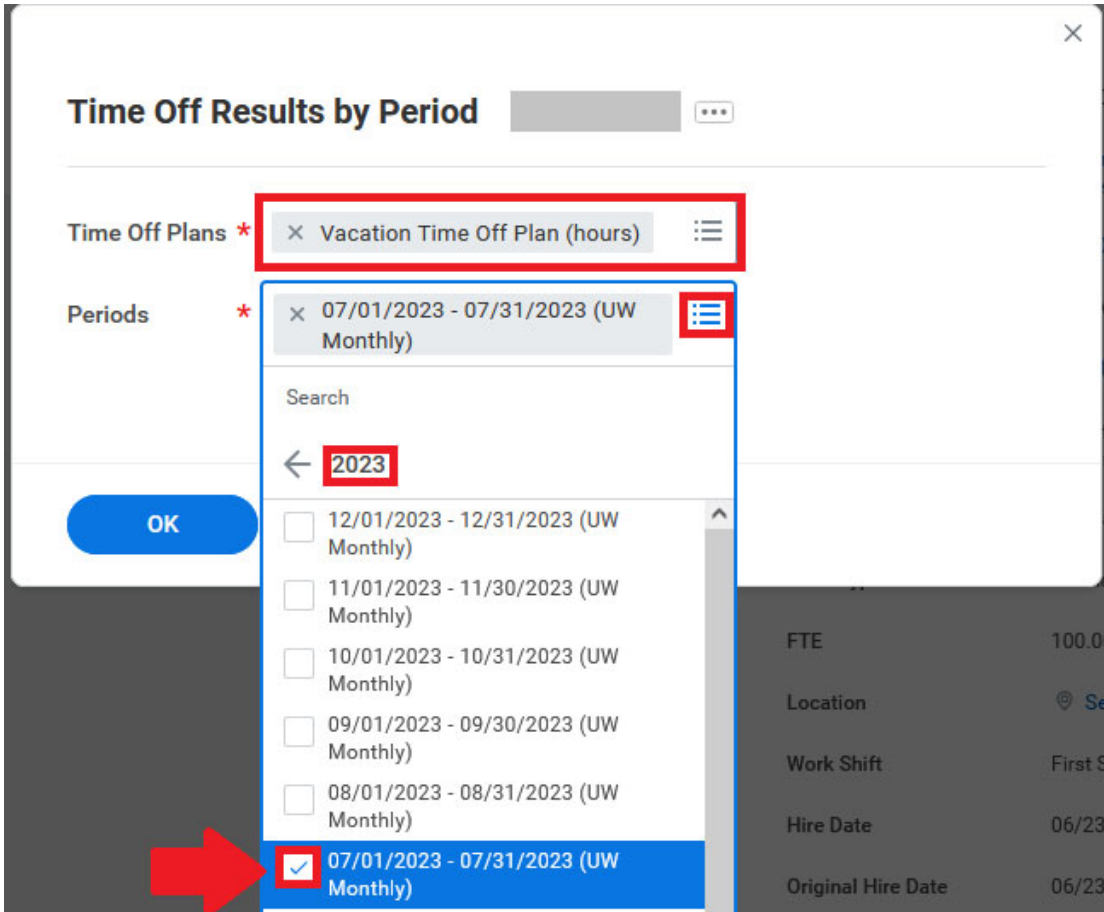
7. Click **OK**

8. On the next screen, review you Ending Period Balance and Ending Period Balance Including Pending Events. (These totals will be the same unless you have pending leave requests awaiting review/approval). Take the **Ending Period Balance Including Pending Events** and subtract 240 hours (ex. 321.01 – 240 = 81.01). This will give you exactly how many hours of vacation you'll need to use by 7/31/2023 to avoid losing any leave.

Periods   07/01/2023 - 07/31/2023 (UW Monthly)

Time Off Plans   Vacation Time Off Plan (hours)

1 item

Balance Period	Time Off Plan	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
07/01/2023 - 07/31/2023 (UW Monthly)	Vacation Time Off Plan (hours)	304.34	16.67	0	0	321.01	321.01