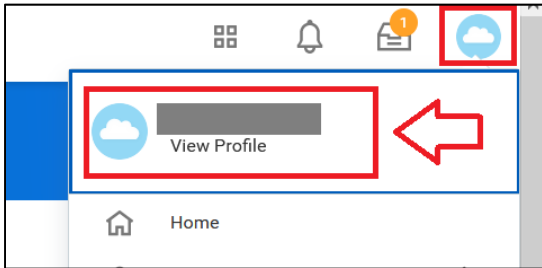
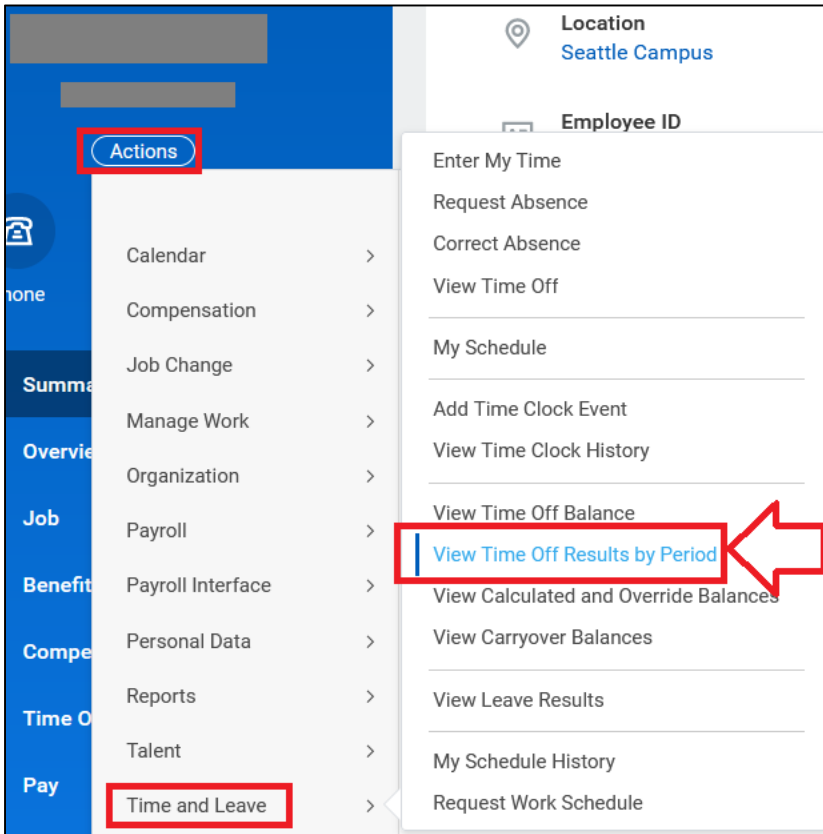


View Future Vacation Balance

1. From the Workday Home screen click on the **Cloud** icon in the top right
2. Click on **your name** at the top



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



- For the Time Off Plans type in **Vacation** and press enter on your keyboard
- Click on the box for Periods and **select this year** (ex. 2021), then select **the month before your anniversary date** (ex. if your anniversary date is in September, then choose 08/01/2021-08/31/2021)

- Click **OK**

- The **Ending Period Balance** will show you your leave balance including any approved vacation requests. (Note: Ignore all balances with Year to Date in the title, these are not accurate). By selecting the month before you anniversary date, this tells you what your leave balance will be on your anniversary date. (ex. 292.17 balance – 240 hours = 52.17 hours need to be used before the anniversary date).

Balance Period	Time Off Plan	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance
08/01/2021 - 08/31/2021 (UW Monthly)	Vacation Time Off Plan (hours)	274.83	17.34	0	0	292.17