

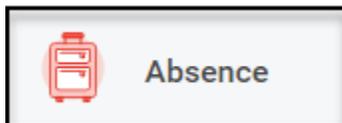
Absence: View Absence Balance

Overview

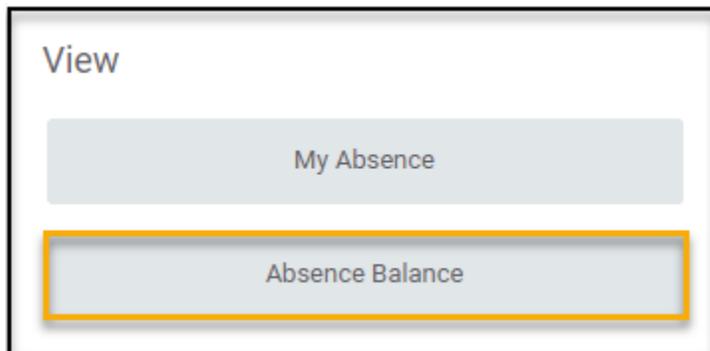
This quick reference guide will cover how to view your current Absence Balance in Workday.

Request Absence

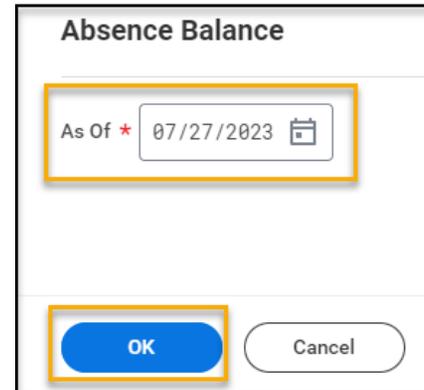
1. Click on the **Absence** App from the Global Navigation Menu.



2. Click the **Absence Balance** button under the **View** heading.



3. Enter the “As of” date (today’s date will default). Click **OK**.

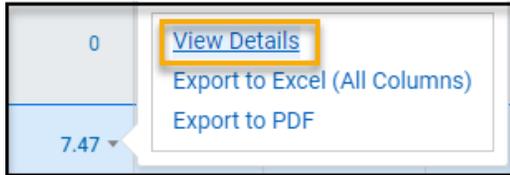


4. To view details, click the **arrow to the right** of the number listed under the **Accrued Year to Date** and **Absence Paid Year to Date** columns.

Absence Balance Rachel Raider 9/4 101								
Balance As Of Date 07/27/2023								
Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.								
Balances Tracked in Hours 4 Items								
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
Exchange Time	Hours	0		0	0	0	0	0
Sick	Hours	0	0	7.47	4	3.47	0	0
Special Day	Hours	0		0	0	0	0	0
Vacation	Hours	0		0	0	0	0	0

Absence: View Absence Balance

- Click **View Details**.



- A new window will pop up on your screen with more details on that absence type.

3 items		
Accrual	Accrued in Period	Forfeited i
Faculty Sick Accrual	0	
Student Sick	0	
Unclassified Sick Accrual	0	
Total:	0	

- After reviewing the details, click the X in the right-hand corner to close the window.