

Time off Balances

9 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	Nov 20, 2024	Nov 20, 2024

View Time off Balances

4 Steps

There are two ways to view Time off Balances

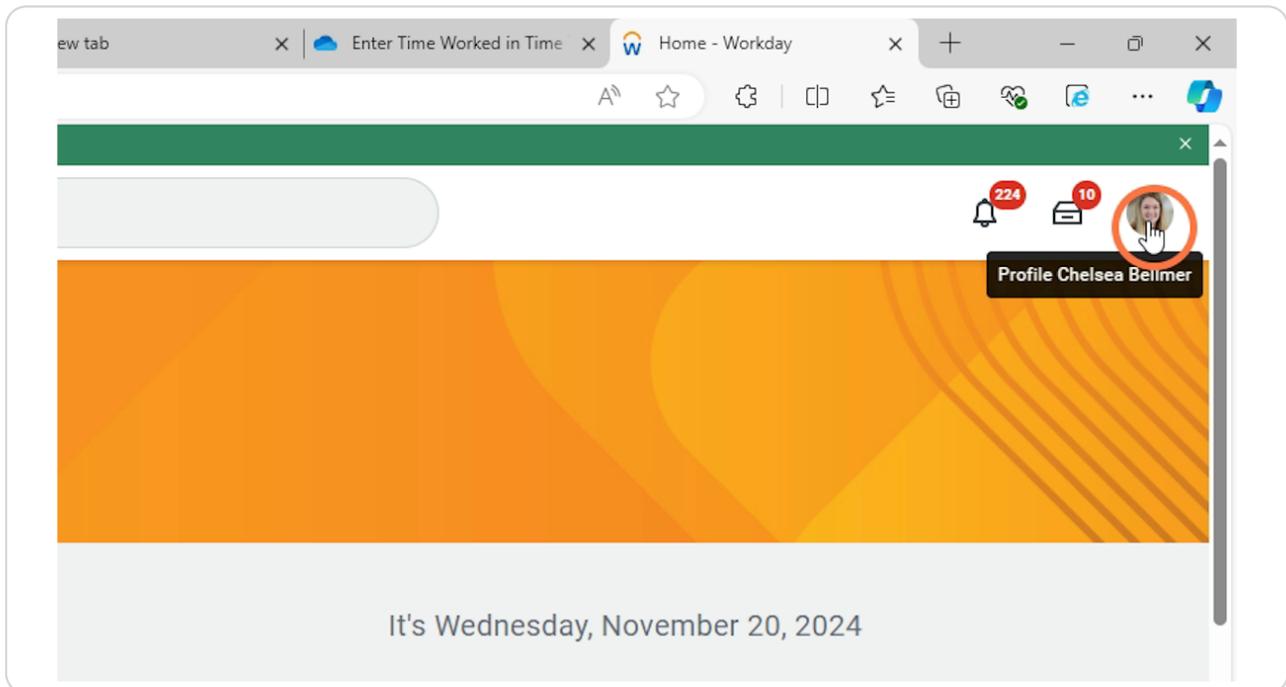
1- Through your Profile and clicking on the Absence Tab

2-Through the Absence Hub

STEP 1

View Time off Balances- Through your WorkDay Profile

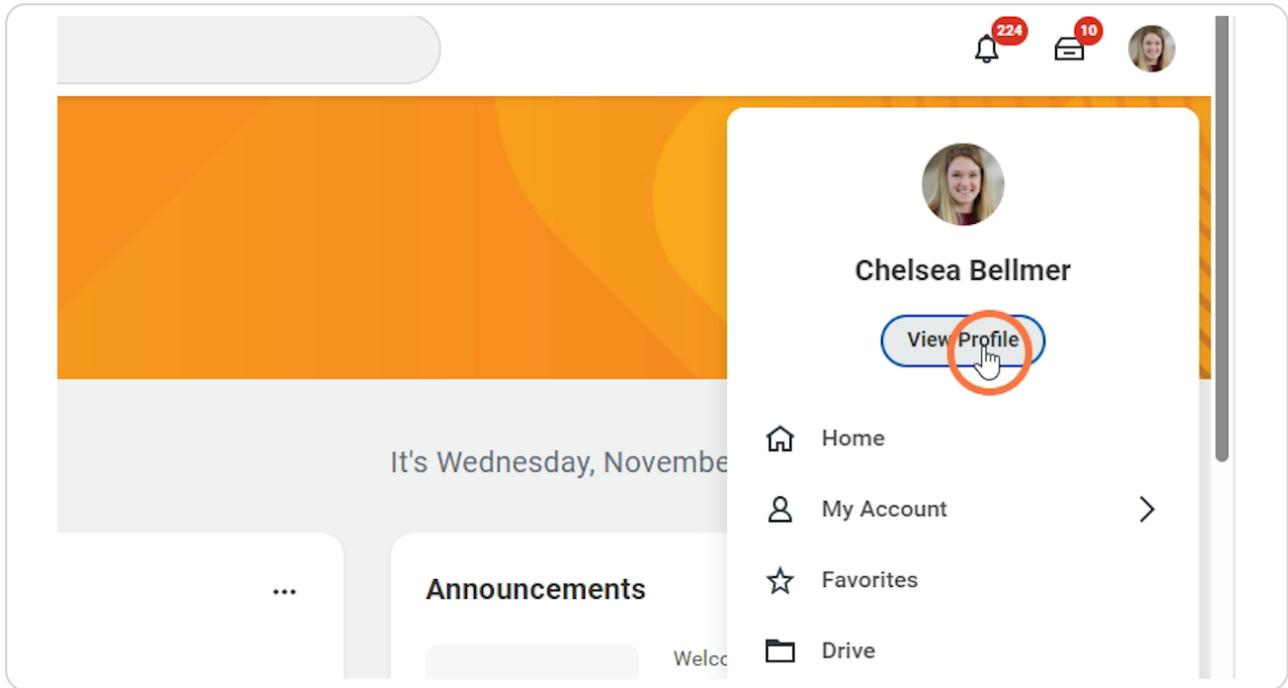
In the top right-hand corner when logging in you will see a bell, folder and your profile picture. Click on your profile Picture.



STEP 2

View Profile

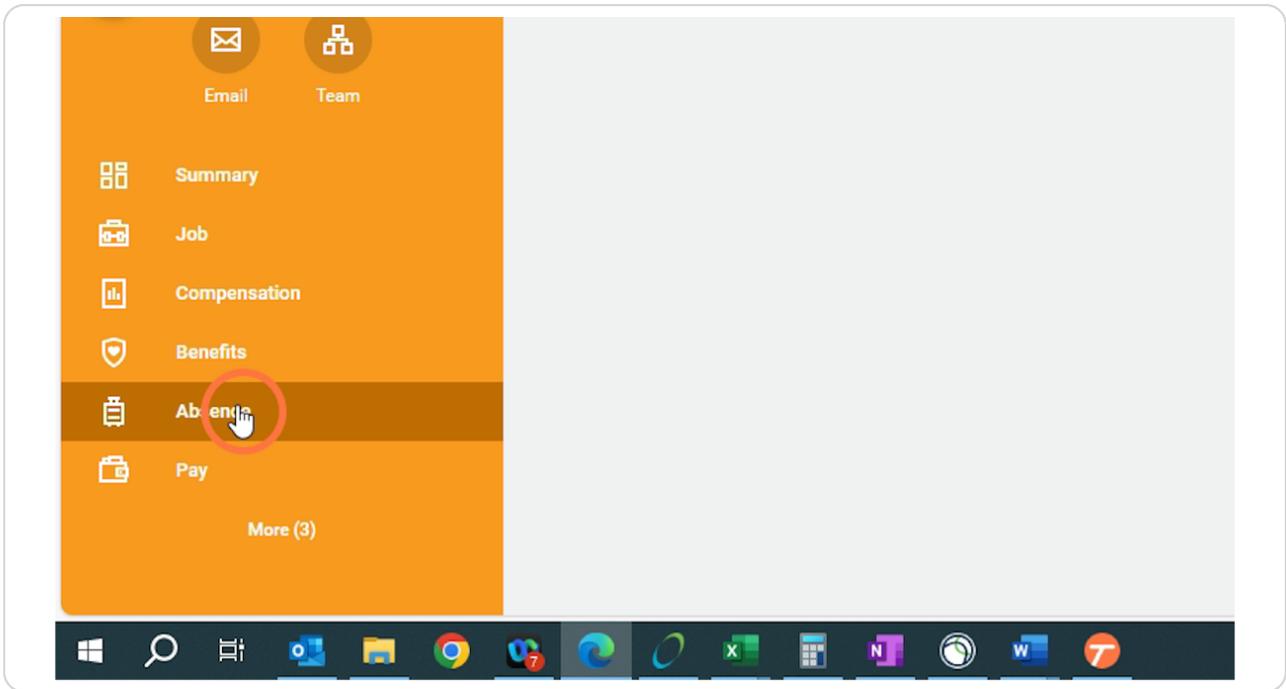
Click view profile to go to your profile



STEP 3

Absence Hube

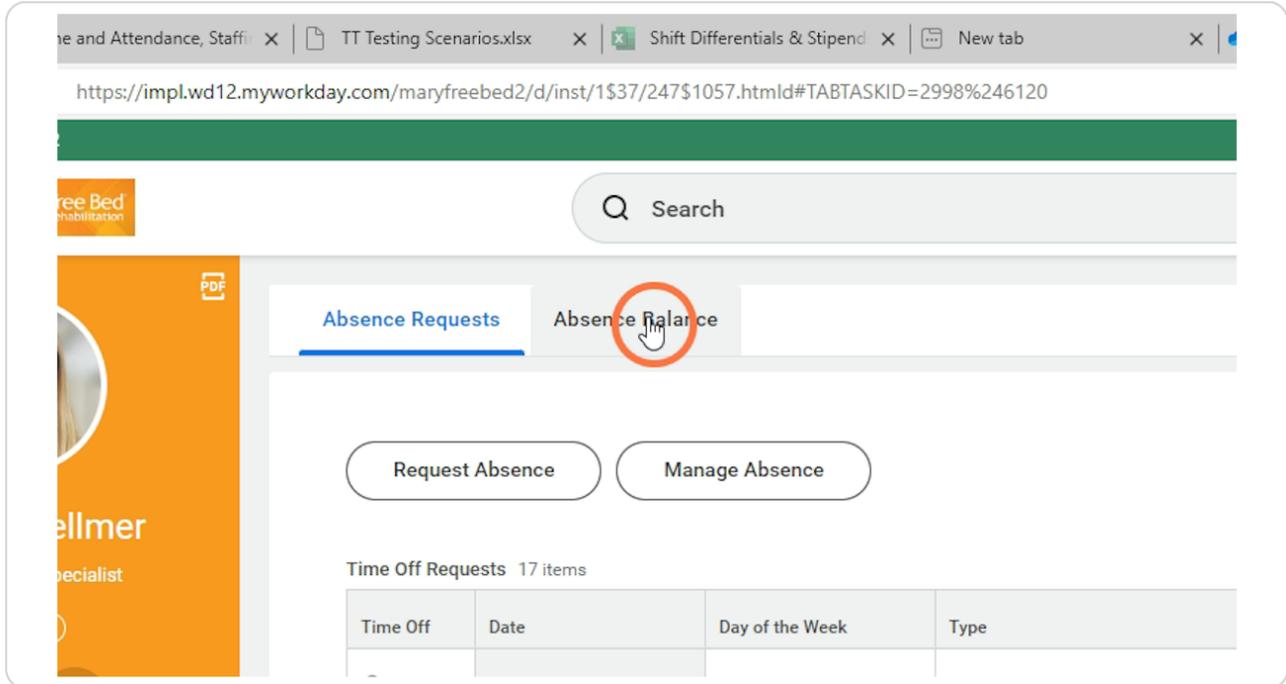
On the left hand side you should see Absence as a tab/hub
Click Absence



STEP 4

Absence Balances

Click on Absence Balance



The screenshot shows a web browser window with several tabs open. The active tab is titled "Shift Differentials & Stipend". The URL in the address bar is "https://impl.wd12.myworkday.com/maryfreebed2/d/inst/1\$37/247\$1057.htmlId#TABTASKID=2998%246120". The page header includes a search bar and a navigation menu with two tabs: "Absence Requests" and "Absence Balance". The "Absence Balance" tab is highlighted with a red circle and a mouse cursor. Below the navigation menu, there are two buttons: "Request Absence" and "Manage Absence". Underneath these buttons, it says "Time Off Requests 17 items". A table is partially visible with the following headers: "Time Off", "Date", "Day of the Week", and "Type".

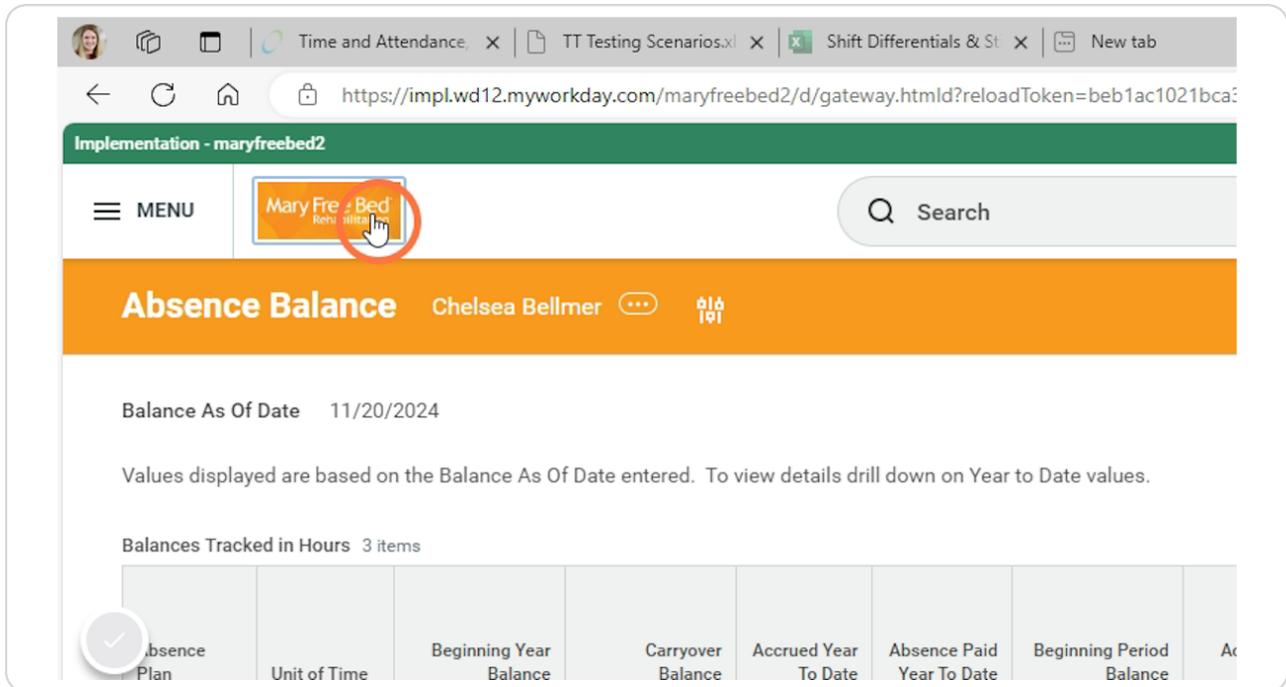
Microsoft Edge

5 Steps

STEP 5

Main Dashbord View

Second option is do view it through your main dashboard. When you first log in you will see be on your main dashboard however if you want to get back to the main dashboard you can click the icon below and it will bring you back to the main dashboard.



The screenshot shows a web browser window with the URL <https://impl.wd12.myworkday.com/maryfreebed2/d/gateway.html?reloadToken=beb1ac1021bca5>. The page title is "Implementation - maryfreebed2". The navigation bar includes a "MENU" icon, a "Mary Free Bed" logo (circled in red), and a "Search" field. The main content area is titled "Absence Balance" and shows the user "Chelsea Bellmer". The "Balance As Of Date" is 11/20/2024. Below this, there is a note: "Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values." and a section for "Balances Tracked in Hours" with 3 items. A table is partially visible with the following headers:

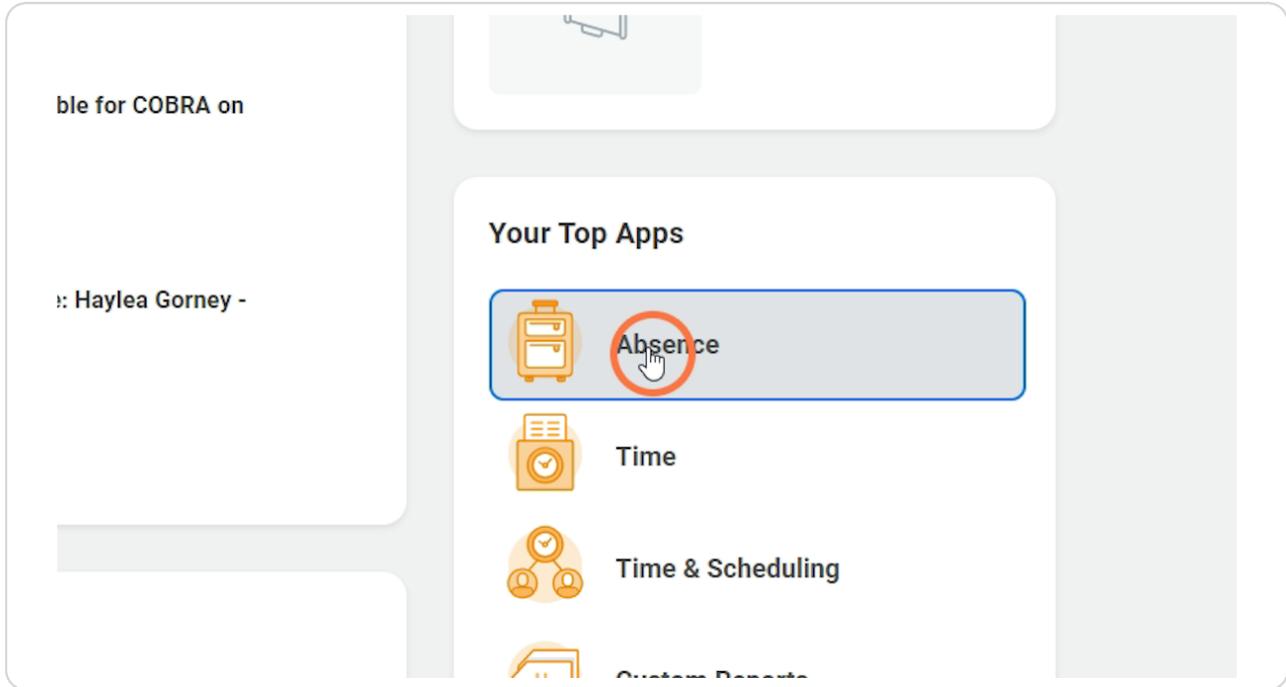
Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Ac
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STEP 6

Hub/Apps Section

Select Absence

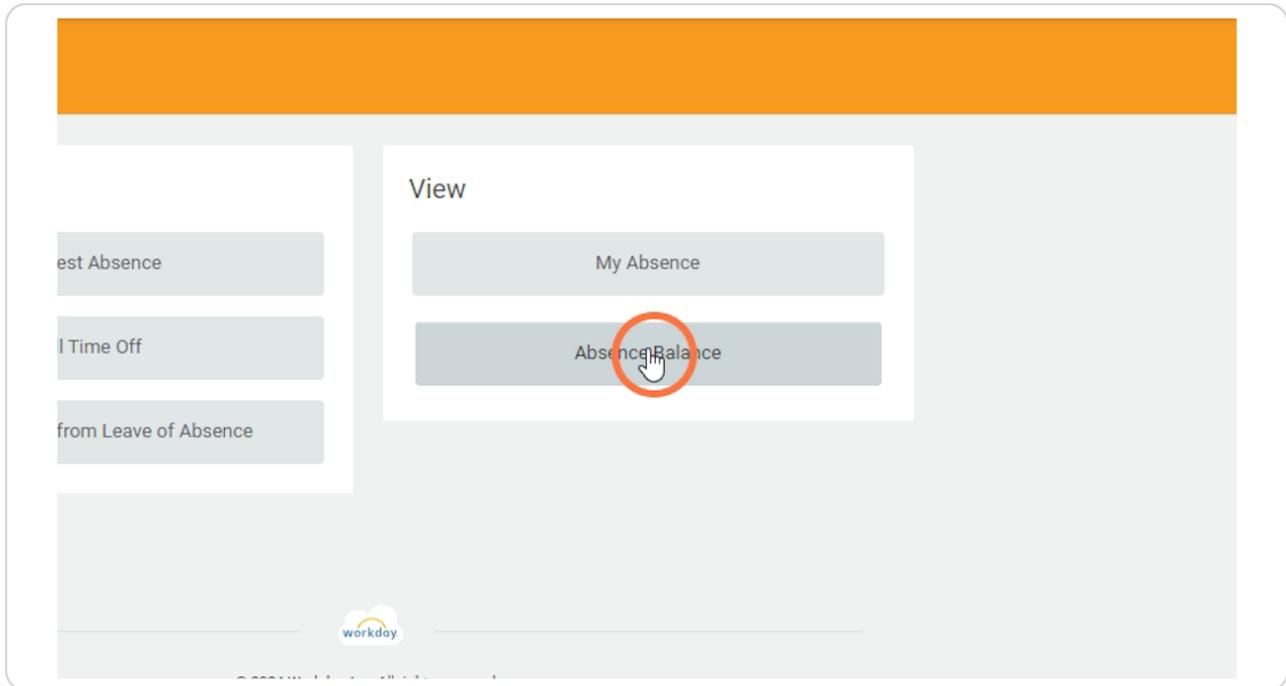
-If you do not have Absence as an option, you can click the + sign and add app by typing in the app you need.



STEP 7

Absence Balance

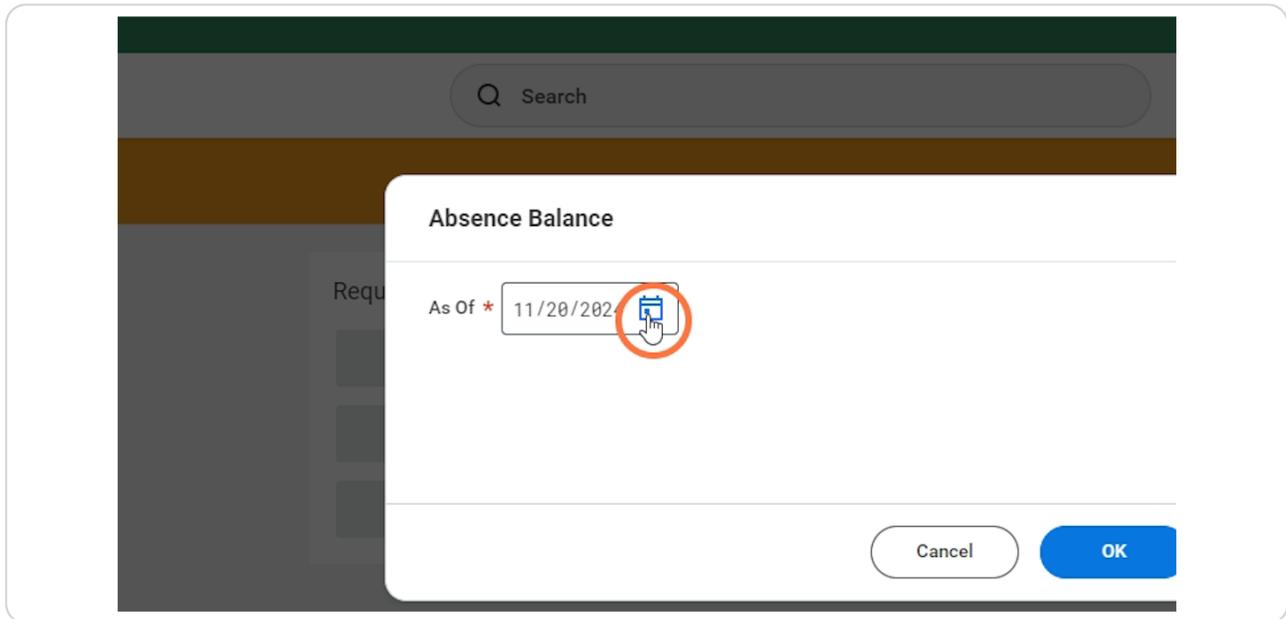
Click Absence Balance under the View area



STEP 8

Date

Select the date you want to view your balances as of. You can leave it alone if you want to look at it as of today or you can select a previous date.



STEP 9

Click Ok

