

# View Time off Results by Period

This Task/Report will show you EII/PTO balances by pay period. You can either select a particular pay period or all pay periods.

14 Steps [View most recent version](#) 

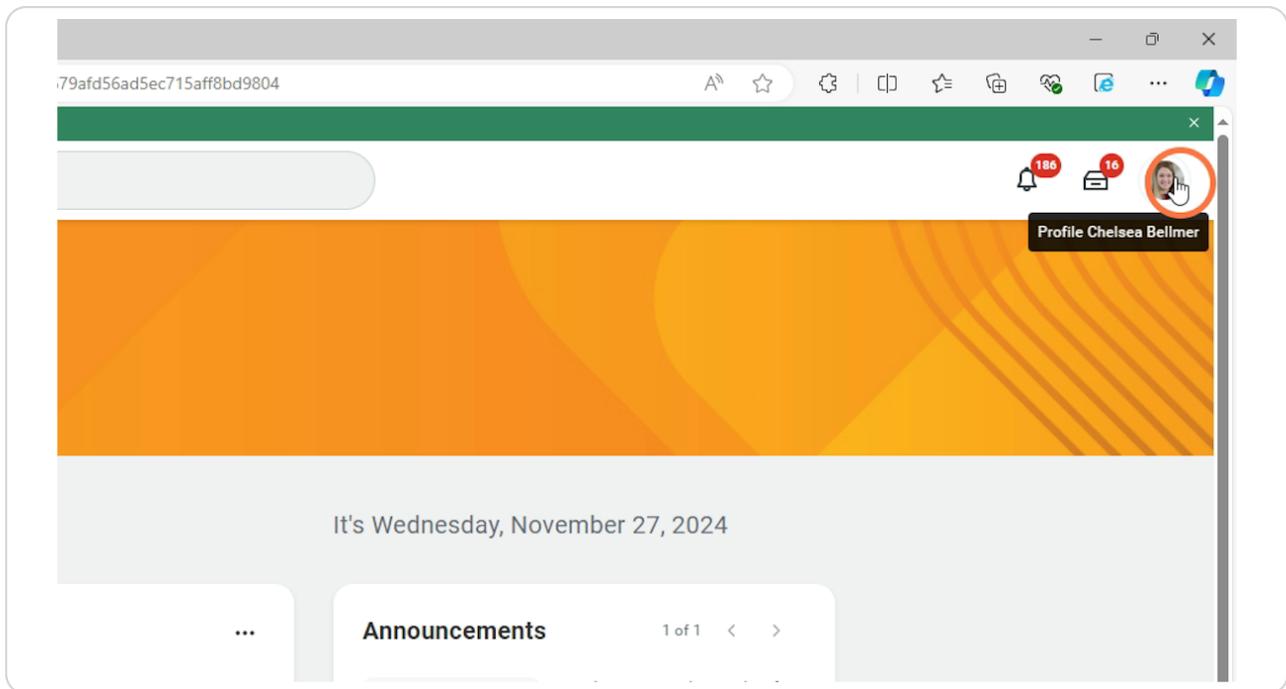
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Created by	Creation Date	Last Updated
Alex Drabik	Nov 27, 2024	Nov 27, 2024

## STEP 1

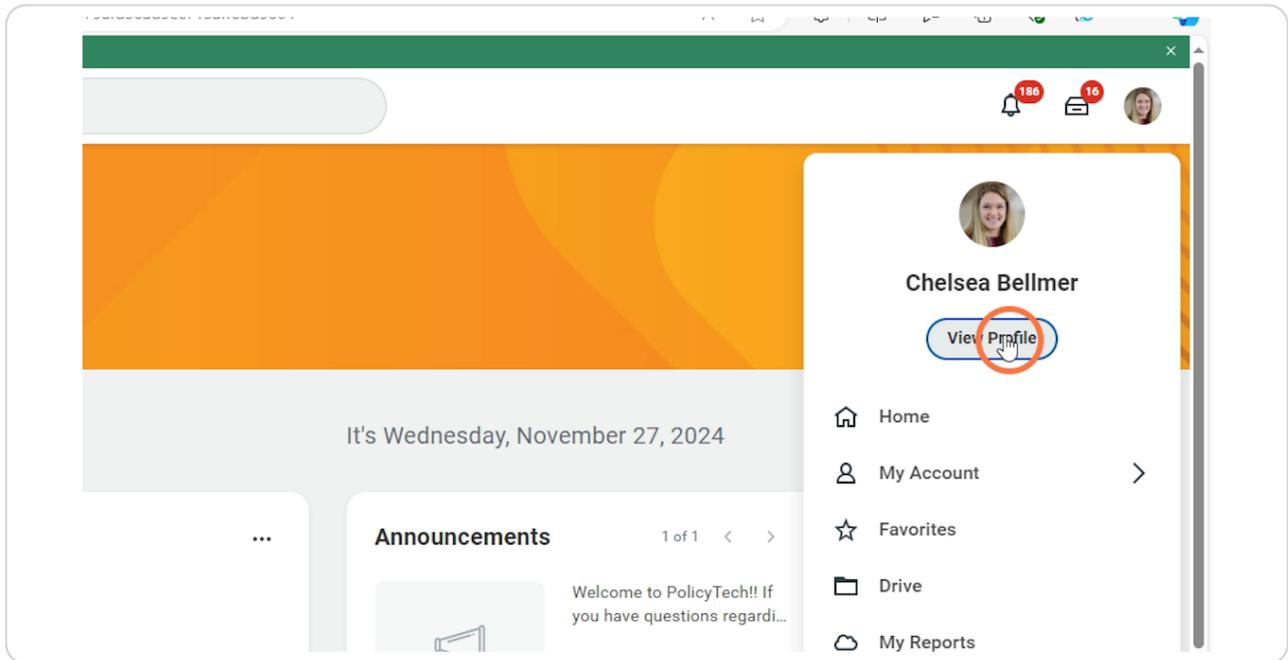
### Go to your Dashboard

On the right-hand side of the screen, you will see an icon with your picture on it. Click on your picture.



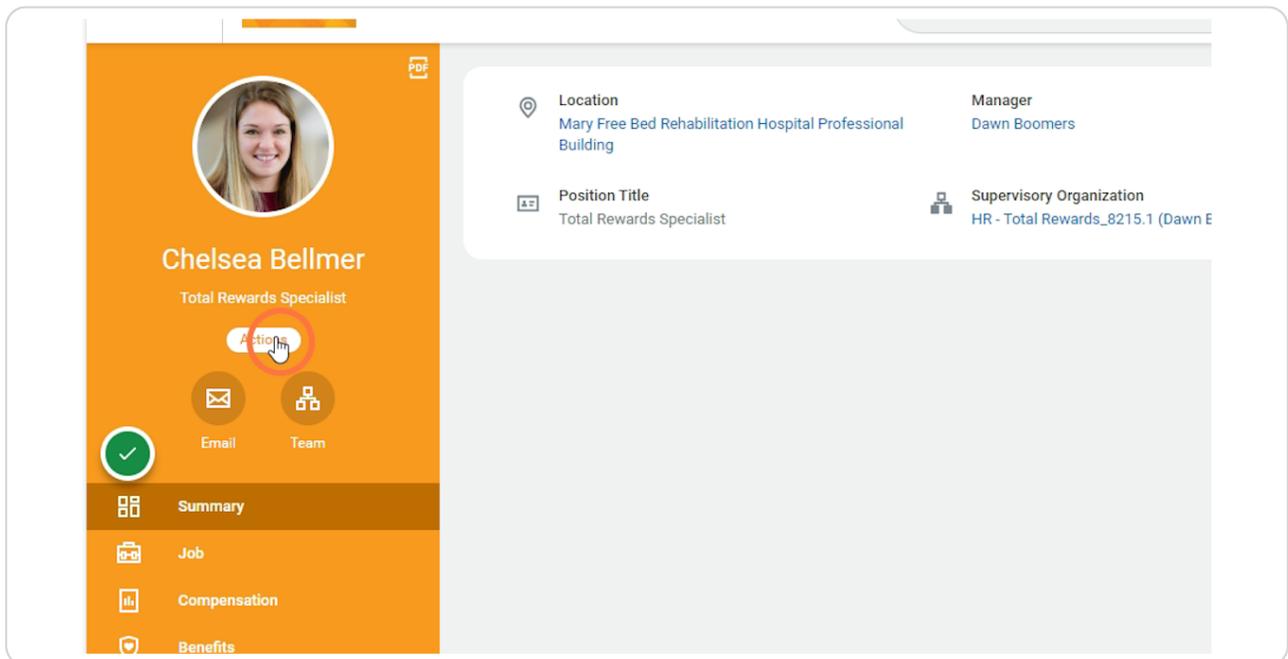
## STEP 2

### Click View Profile



## STEP 3

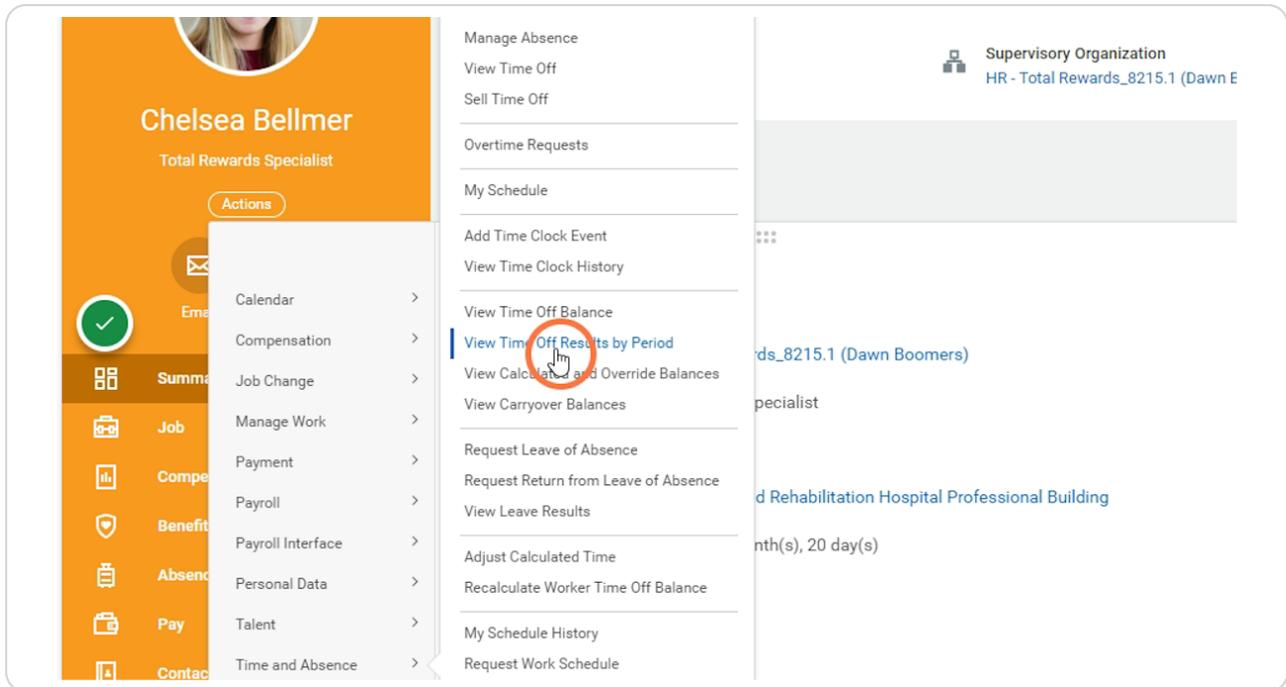
### Click Actions



## STEP 4

### Time and Absence Hub

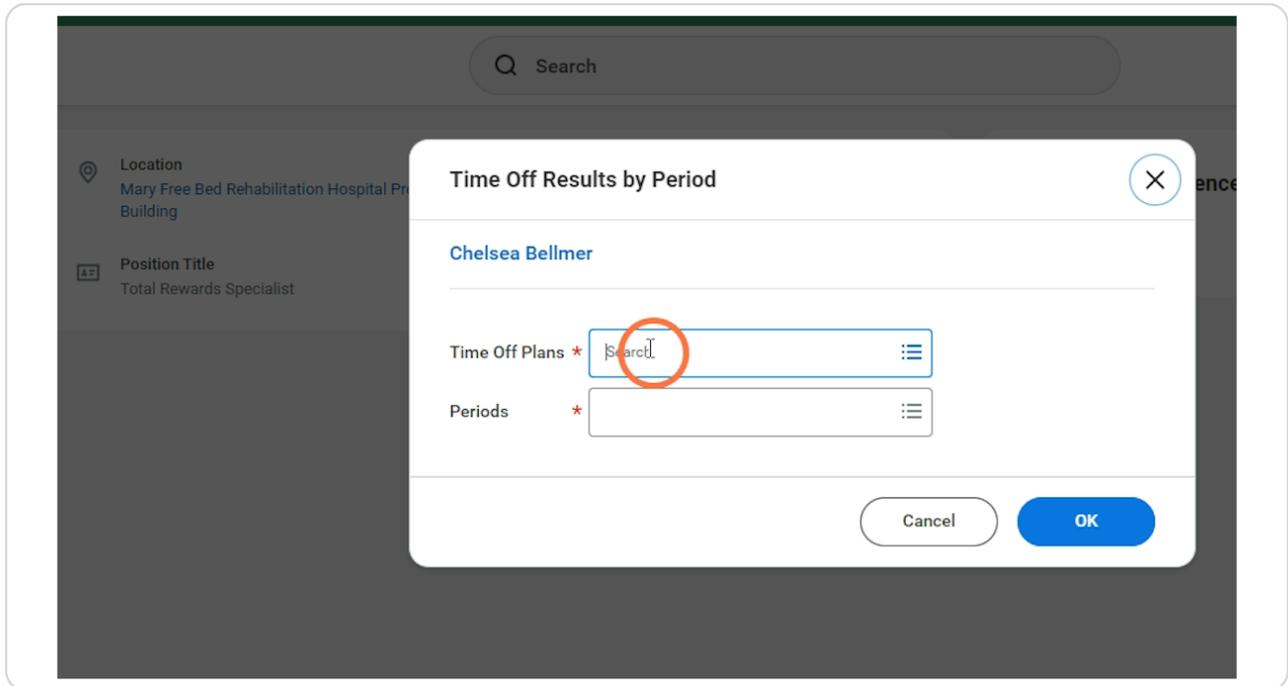
After clicking action, go to the Time and Absence hub and then click on View Time off Results by Period



## STEP 5

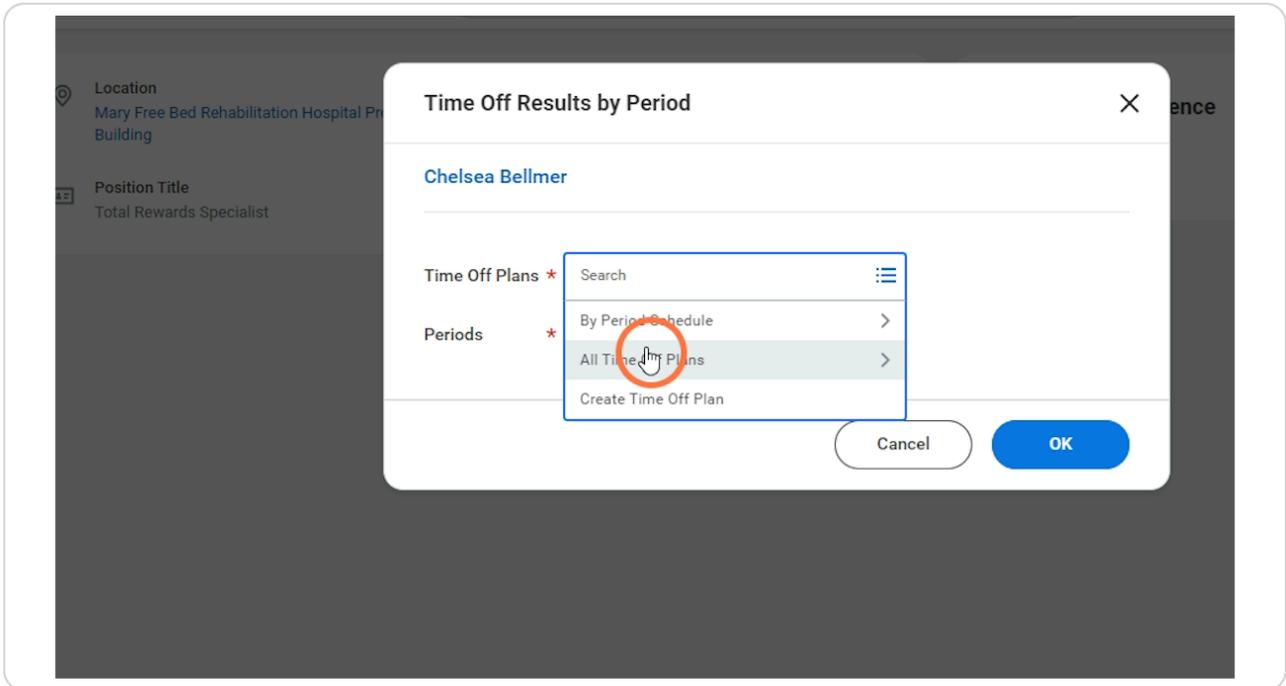
### Time off Plans

Click in the search bar for the Time off plans.



## STEP 6

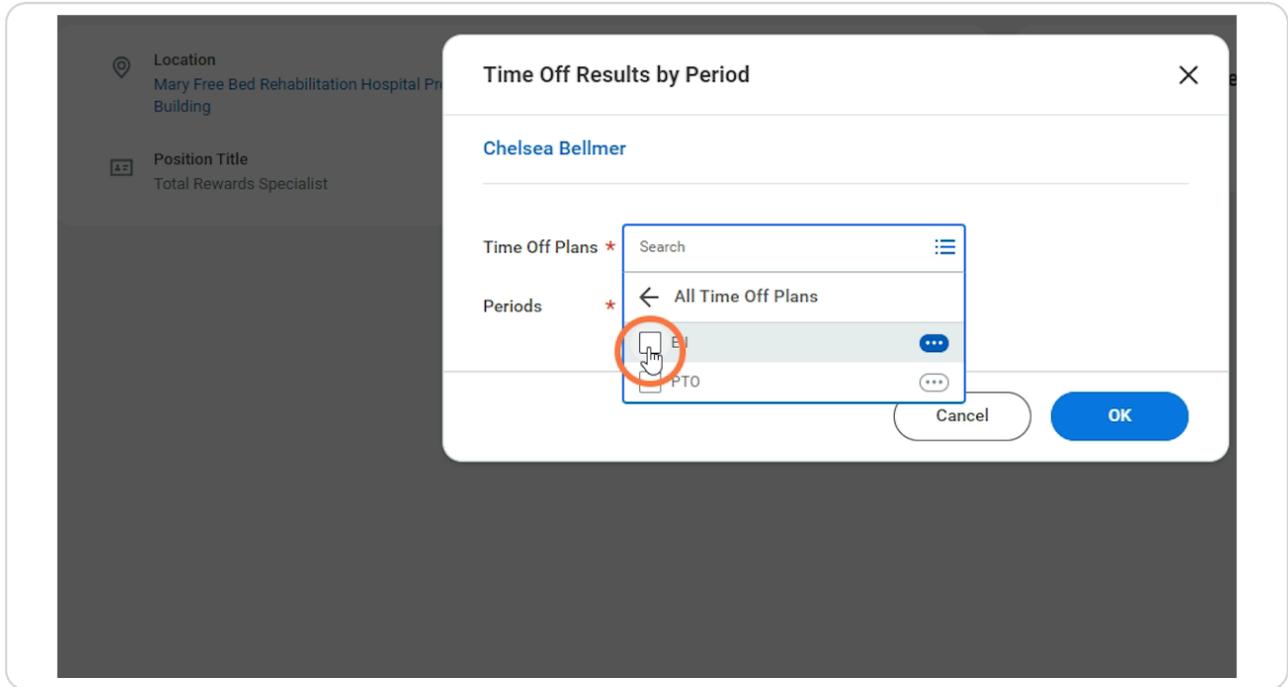
### Click All Time off Plans



## STEP 7

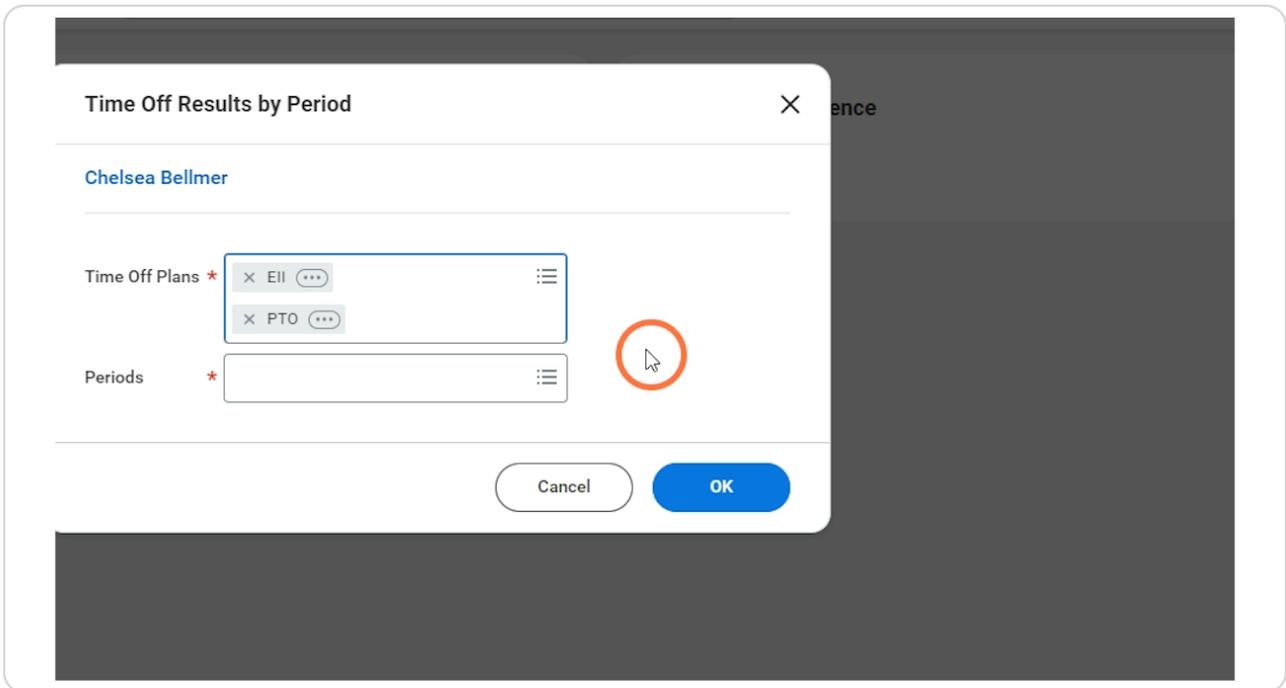
### Select the Plan you wish to review

- EII
- PTO
- Both



**STEP 8**

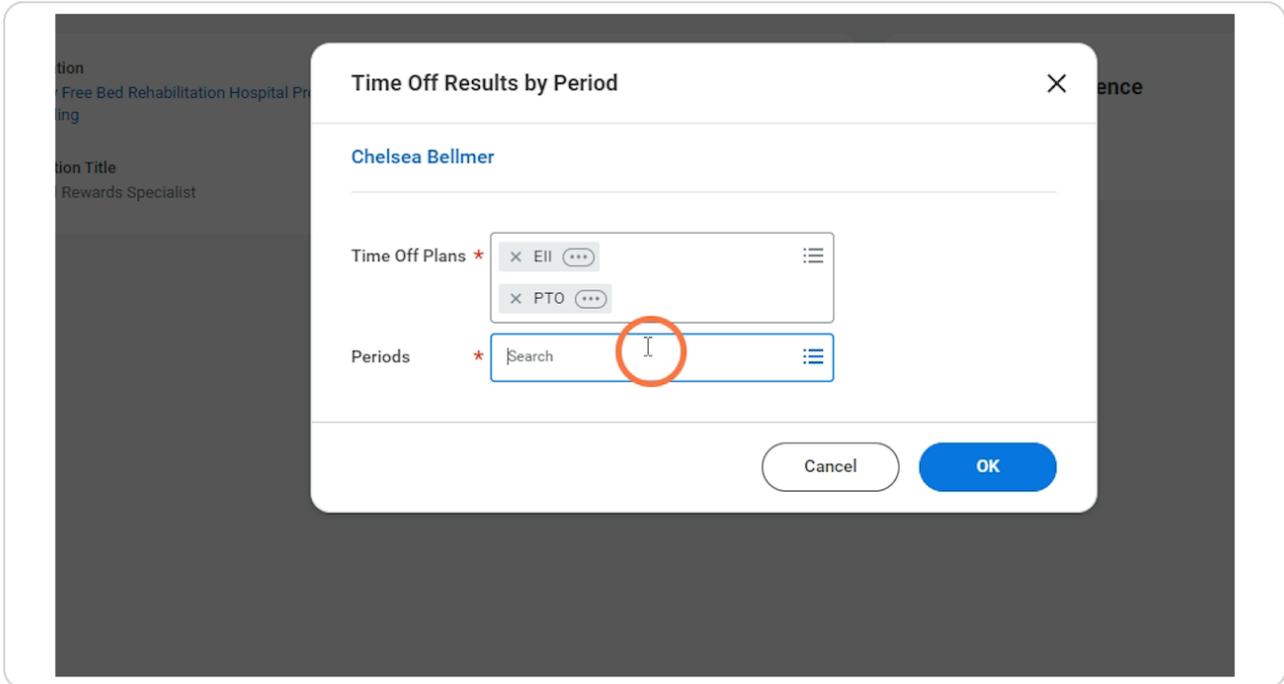
**Click here**



## STEP 9

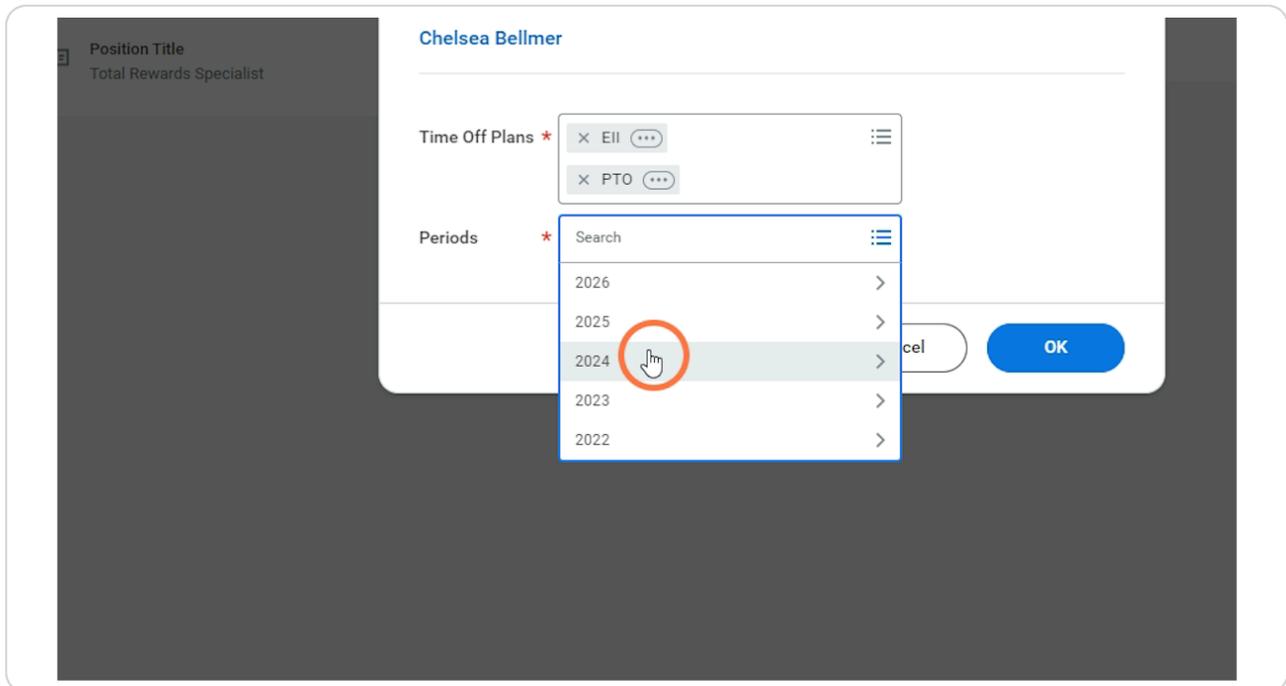
### Periods you wish to select

Click in the search bar under Periods



## STEP 10

### Choose the year/dates you wish to review

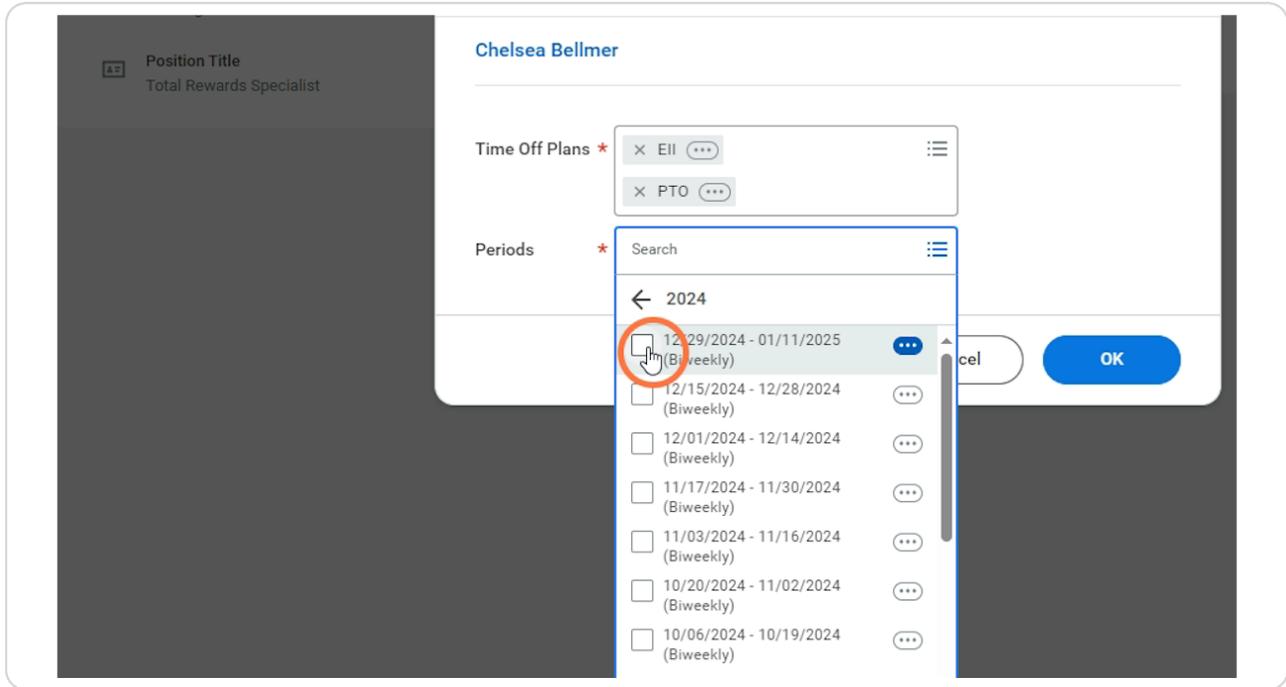


## STEP 11

### Select the pay period you wish to review

1- You can select the pay period you wish to select

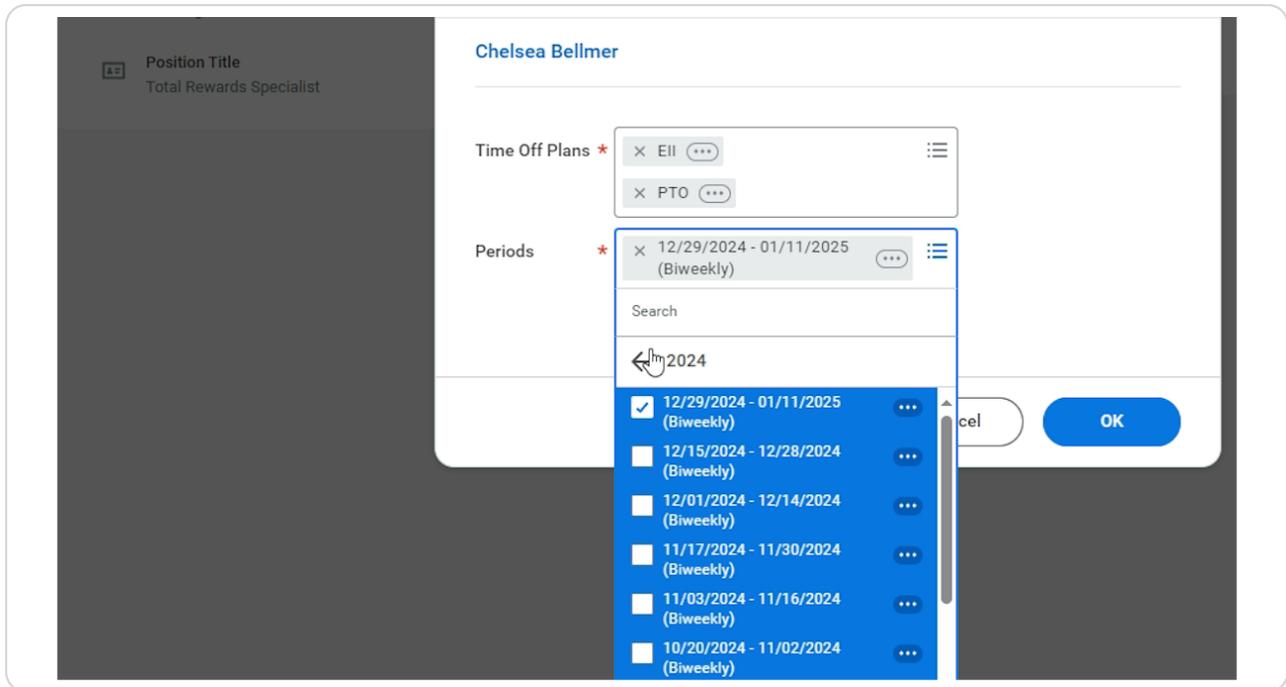
2- If you want to do them all, press Ctrl and the letter A and it will select them all. Then you will press the ENTER button (sometimes twice)



## STEP 12

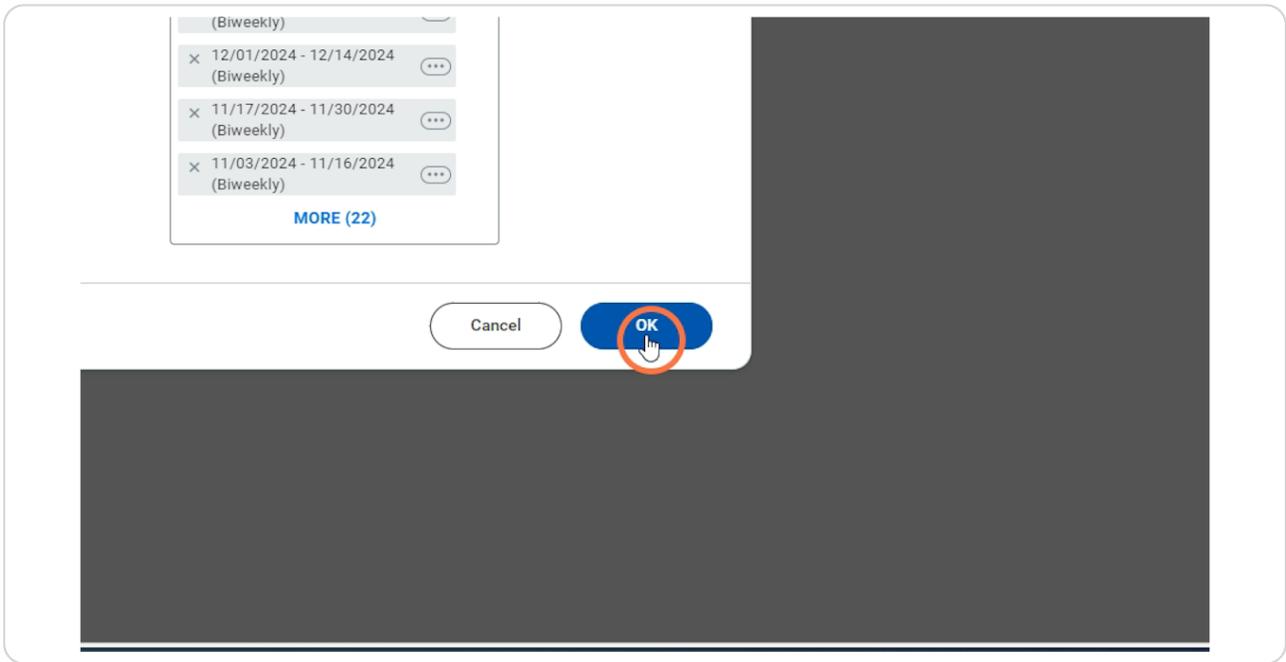
### Select the pay period you wish to review

If you want to do them all, press Ctrl and the letter A and it will select them all. Then you will press the ENTER button (sometimes twice)



### STEP 13

Click OK



### STEP 14

Breakdown of the hours per pay period will appear

Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Balance at End of Period
0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
	0	10.9521	10.9521	0	10.9521	0	0
0	0	48	200	0	48	0	0