

Checking time off balances and accruals

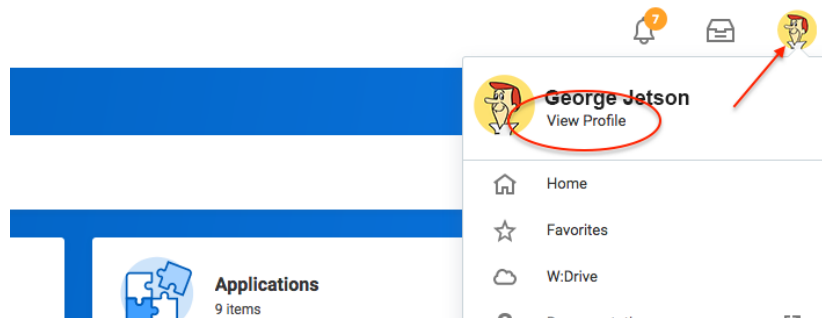
To check your time off balances

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Time Off icon in the Applications pane.
3. In the View pane, click My Time Off Breakdown by Type.
4. Click OK.

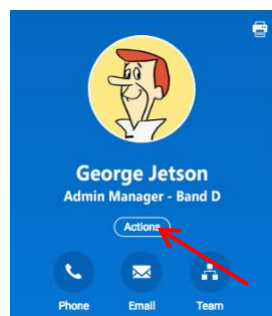
Note: Family Care Time and Personal Emergency Time Taken will also deduct from your vacation and sick time balances depending on the time entry code you select when you request the time off.

To see time off accrual information

1. Click the My Account icon in the upper right hand corner of the Workday screen and then click View Profile Open your Profile in Workday.




2. Click the Actions button.



3. In the Actions list, click Time and Leave > View Time Off Balance.

4. In the As of field, choose the date for which you want to view your accrued time. The date defaults to today.
5. Click OK.

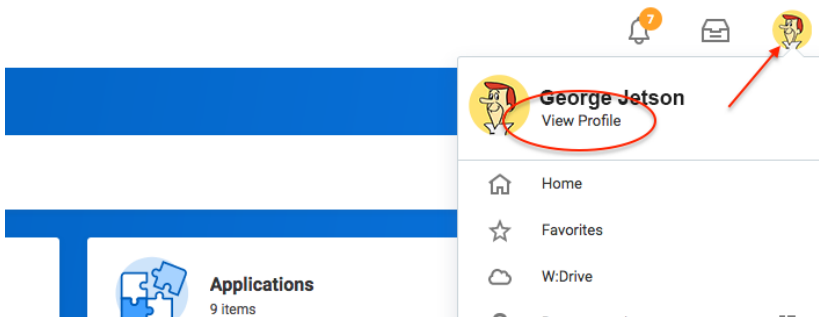


If you choose a date in the future, you will see the time off that would accrue if you use no time off between now and the date you entered.

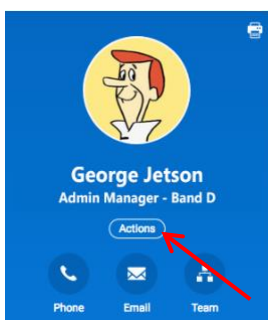
Values in the table displayed in blue are links that open a popup windows with further detail related to the accrued time.

To see time off accrual by period

1. Click the My Account icon in the upper right hand corner of the Workday screen and then click View Profile Open your Profile in Workday.



2. Click the Actions button.



3. In the Actions list, click Time and Leave > View Time Off Results by Period.
4. In the Time Off Plans field, choose All Time Off Plans and check the box next to Sick or Vacation or both to see the data you want.
5. In the Periods field, use the drop down menu to navigate to the pay period(s) you want to see. You can select as many pay periods as you want. Data is available beginning 01/01/2016.

6. Click OK.



If you choose a pay period in the future, you will see the time off that would accrue if you use no time off between now and the pay period(s) you entered.