

Absence: Viewing Time Off Balances and Accruals

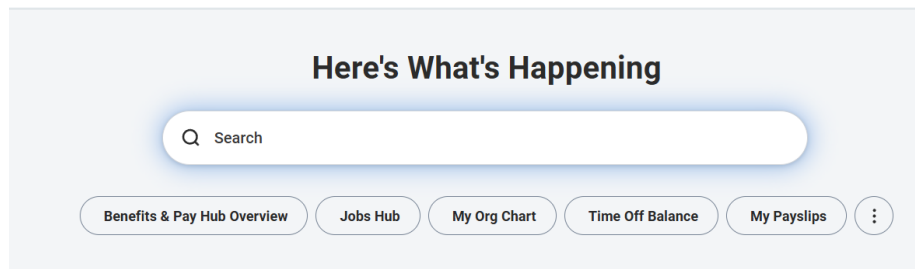
WHAT IS TIME OFF?

The phrase “Time Off” encompasses:

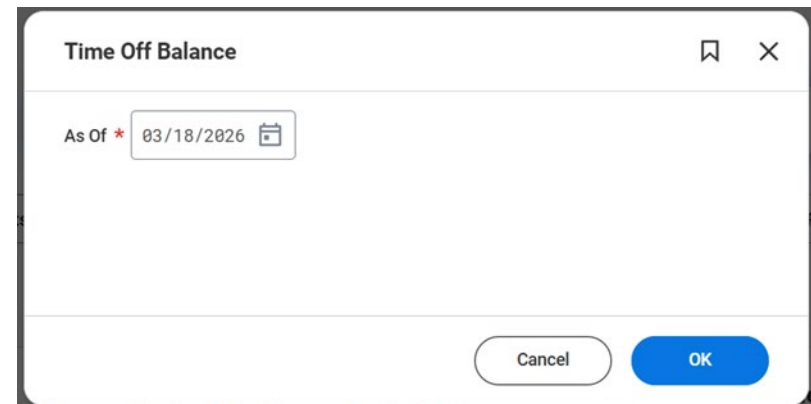
- Paid Time Off (PTO)
- Continued Medical Education (CME) Hours
- Donated Paid Time Off (PTO)
- Paid Military Time Off
- Paid Parental Time Off
- National Holiday

HOW TO VIEW TIME OFF IN WORKDAY

1. On the Home Page, click the **Time Off Balance** button, located under the search bar.



2. Select the date you would like to use to see your balances. (The current date will pull in by default.)



3. Here you can see your **Available Balances as of Today**. Workday only displays the time off plans for which you are eligible.

Balance As Of Date 03/18/2026

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 5 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued In Period	Absence Paid In Period	Carryover Forfeited In Period	Balance As Of Date	Ev
Donated Time Off	Hours	34	20.64	50.2	4.44	0	0	0	4.44	
National Holiday	Hours	13.33	8	13.33	0	8	0	0	8	
Parental Time	Hours	0	80	80	0	0	0	0	0	
Primary PTO – Biweekly	Hours	49.01	26.55	50.71	24.85	0	0	0	24.85	
Total:									37.29	

Helpful Tips

- To see a specific pay period accrual, enter the **pay period end date** in the **As of Date**.
 - For example, for the pay period of 02/22/2026 to 03/07/2026, type in 03/07/2026. Click **OK**.
- Take note of the Column called **Accrued in Period**. This is the accrual for that specific pay period.

Balances Tracked in Hours 5 Items

Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period
Donated Time Off	Hours	0	0	0	35	0
Parental - Owed (Shadow Plan)	Hours	0	0	0	0	0
Primary PTO – Biweekly	Hours	17.84	6.16	24	49.33	6.16
Reserve Bank	Hours	0	0	0	0	0

HOW TO REQUEST TIME OFF

Time-off requests must be submitted through UKG (Kronos) or the applicable time-keeping system.

Resources can be found the [Workforce Management SharePoint site](#).

HOW TO VIEW YOUR ACCRUALS

To run a report to show hours accrued each period and time off paid in each period.

- Type "Time Off Results by Period" in the Workday search bar

- Select your time off plan, Primary PTO – Biweekly or Monthly, and the periods you want to see in the prompt box.

- New accruals are added after your hours are paid for the pay cycle.
- If you move to a new accrual level, the new amount will appear in that same pay period.

Employee Benefits is also available to assist via phone at 570-271-6640 or email at: employeebenefits@geisinger.edu.