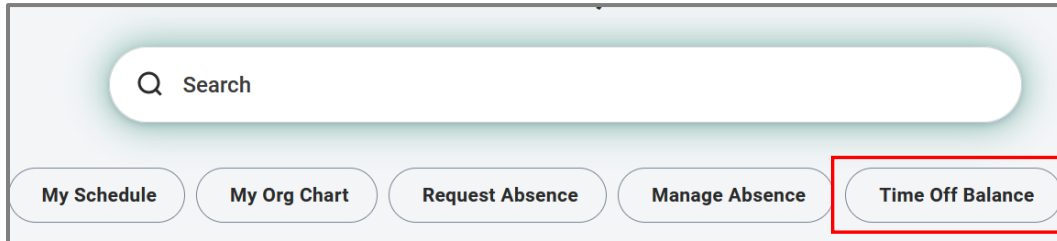
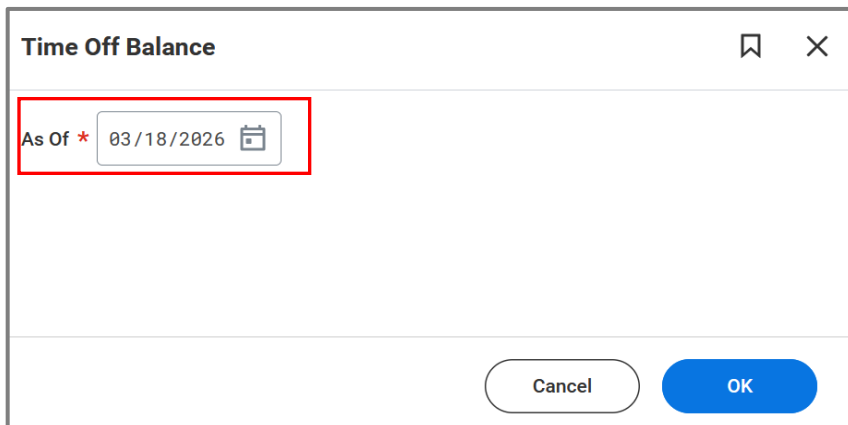


VIEW ACCRUED TIME OFF

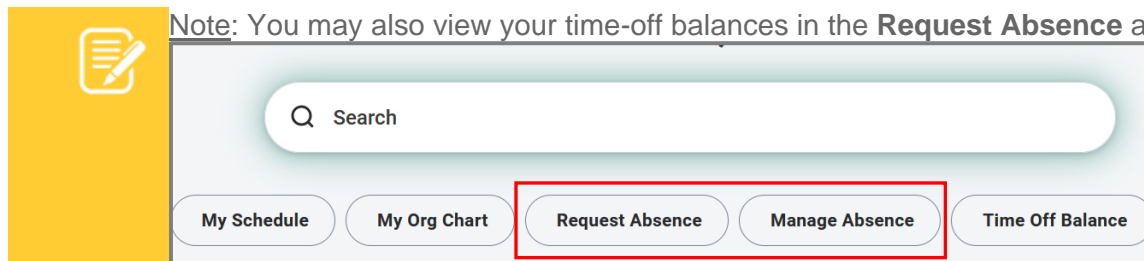
1. From the Home page, click the **Time Off Balance** button.



2. In the pop-up window, enter the effective "As of" date for the time period you want to view. Click **OK**



Note: You may also view your time-off balances in the **Request Absence** and the **Manage Absence** options on the Home page.



3. A report of your current Accrued Time Off displays, and you will see your balances as of the selected date. Balances are tracked in hours.

Time Off Balance												
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 4 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	Balance As of Date (Includes Events Awaiting Approval)	As of Period	
Service and Mission (Semi-Monthly) Plan	Hours	0	7.5	0	7.5	0	0	0	7.5	7.5	03/16/2026 - 03/31/2026 (Semi-Monthly)	
Sick (Semi Monthly) Plan	Hours	281.92	18.75	31	269.67	0	0	0	269.67	265.17	03/16/2026 - 03/31/2026 (Semi-Monthly)	
Vacation (Semi Monthly) Plan	Hours	40.66	31.25	43	28.91	0	0	0	28.91	28.91	03/16/2026 - 03/31/2026 (Semi-Monthly)	
									Total:	306.08	301.58	

TO VIEW ACCRUED TIME-OFF BALANCES AS OF A SPECIFIC FUTURE DATE

In the **Absence** worklet:

1. Click on the **Absence Balance** button, under the View column.
2. Enter a specific future date in the **As Of** field.
4. Click **OK**. A report of your Balances as of the date entered, displays.

Balance As Of Date 01/04/2019

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 2 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	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
Sick (Semi Monthly) Plan	Hours	562.5	0	0	562.5	0	0	0	562.5	562.5	01/01/2019 - 01/15/2019 (Semi-Monthly)	
Vacation (Semi Monthly) Plan	Hours	248	0	0	248	0	0	0	248	248	01/01/2019 - 01/15/2019 (Semi-Monthly)	
									Total:	810.5	810.5	