


View Absence

You can use Workday to view your current, past and future Absence balances.

- 1. To get started, first navigate to the **Absence** application on the Workday homepage.




 **Note:** In Workday, an absence refers to time spent away from work.

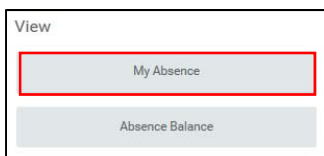
- 2. This will bring you to the Absence page. Here you can see your **Available Balance as of Today** on the bottom of the page.

This includes floating holidays, paid time off, short term disability, and paid volunteer time. However, **this does not include future absence requests (unapproved)**. In the case of STD, your STD balance will update if any hours have been used. Cigna will continue to process STD, and balances will only be adjusted after authorization has been approved through the leave process.

Available Balance as of Today
Does not include future absence requests
16 Hours - Floating Holiday
128 Hours - Paid Time Off (PTO)
920 Hours - STD 100%
120 Hours - STD 60%
0 Days - United Way Day (if applicable)

 **Note:** The company auto credit will happen automatically with absence requests for time off. Employees will no longer have the option to request credits on the timesheet.

- 3. To view existing absence requests, click **My Absence**.



- 4. Here you will see detailed information about any absence requests, including date, type, and approval status. You can also see detailed absence information on the **Absence Balance as of Current Date** tab.

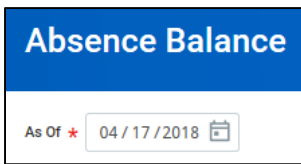
Date	Day of the Week	Type	Requested	Unit of Time	Status	View More
04/20/2018	Friday	Paid Time Off (PTO)	8	Hours	Approved	Q
04/19/2018	Thursday	Paid Time Off (PTO)	8	Hours	Approved	Q
04/18/2018	Wednesday	Paid Time Off (PTO)	8	Hours	Approved	Q
04/17/2018	Tuesday	Paid Time Off (PTO)	8	Hours	Approved	Q
04/16/2018	Monday	Paid Time Off (PTO)	8	Hours	Approved	Q

- To view Absence balances as of a past or future date, click **Absence Balance** from the View column.



Note: The 'as of' feature is helpful in the case of Short Term Disability (STD). STD balance will not adjust until the payroll is processed (as approved through the Cigna leave process).

- Change the date to suit your needs. For example, if you have upcoming approved paid time off, you could view your balance following that absence.



- Click **OK** to continue.
- Here you'll see a detailed report of your absences both in hours and days, as of the date entered.

Balance As Of Date: 04/17/2018

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Days: 1 item

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
United Way Day	Days	0	0	0	0	0	0	0	0	0	04/14/2018 - 04/27/2018 (Bi-Weekly Salaried)
Total:										0	0

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	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16	04/14/2018 - 04/14/2018 (Salaried)
Paid Time Off (PTO)	Hours	0	240	16	240	0	16	0	224	224	04/14/2018 - 04/14/2018 (Salaried)
STD 100%	Hours	0	1040	0	1040	0	0	0	1040	1040	04/14/2018 - 04/14/2018 (Salaried)
STD 60%	Hours	0	0	0	0	0	0	0	0	0	04/14/2018 - 04/14/2018 (Salaried)
Total:										1280	1280