Viewing Accruals

For assistance, please call 845-437-5280 or email humanresources@vassar.edu

1. Login to Workday using your Vassar ID and Password.

2. Click on the Time Off Worklet.

   *Note: if you do not see this Worklet, you may not be eligible for Time Off. If you believe this is an error, please contact Human Resources.

3. Click Time Off Balance to view your balance(s) during a single Pay Period.

4. Select the date to view your Time Off Balance. Today’s date will show your current balance(s). Selecting a future date does not guarantee your balance at that date.

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5. All Time Off Plans will appear on the next screen. Depending on your benefits, you may have only 1 plan visible on this screen, or you may have multiple. All information will appear in a table under the following headings:

<table>
<thead>
<tr>
<th>Time Off Plan</th>
<th>Unit of Time</th>
<th>Beginning Year Balance</th>
<th>Carryover Balance</th>
<th>Accrued Year To Date</th>
<th>Time Off Paid Year To Date</th>
<th>Beginning Period Balance</th>
<th>Accrued in Period</th>
<th>Time Off Paid in Period</th>
<th>Carryover Forfeited in Period</th>
<th>Ending Period Balance</th>
<th>As of Period</th>
</tr>
</thead>
</table>

- **Time Off Plan**: Indicates which plan this row shows data for.
- **Unit Of Time**: Indicates whether the accruals shown for this plan are available in hours or days.
- **Beginning Year Balance**: Indicates the amount of time available for this plan at the beginning of the current year.
- **Carryover Balance**: Indicates the amount of time that was carried over for this plan from the last time a carryover occurred.
- **Accrued Year to Date**: Indicates the amount of time you have accrued since the beginning of the current year.
- **Time Off Paid Year to Date**: Indicates the amount of time you have used since the beginning of the current year.
- **Beginning Period Balance**: Indicates the amount of time available at the start of the current pay period.
- **Accrued in Period**: Indicates the amount of time accrued during the current pay period. (For some plans, this will always show a 0. If your balances are otherwise correct, you can disregard.)
- **Time Off Paid in Period**: Indicates the amount of time taken during the current pay period.

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**Carryover Forfeited in Period**: Indicates any hours that were forfeited due to a carryover during the current pay period.

**Ending Period Balance**: Indicates the amount of time available at the end of the current pay period.

**Ending Period Balance including Pending Events**: Indicates the amount of time available at the end of the current pay period including any time off that has been entered and approved but that has not yet passed.

**As of Period**: Indicates the current pay period.

*If any numbers in any of the columns are blue, you can click on them for more details.*

**Carryover Time**:

To determine how much time you will lose as of a carryover date:

1. In the Workday search bar, type 'Request Time Off'.
2. Under 'Balances' on the left-side of the screen, you'll see 'Balance as of DATE'.
3. In the DATE field, populate 12/31/XXXX or 6/30/XXXX (the day before the carryover). You'll see your vacation balance change.
4. In the Date field, populate 01/01/XXXX or 07/01/XXXX (the day of the carryover). You'll see your vacation balance change to reflect time lost. This is the amount that you can roll over.
5. The difference between the two balances is what you would lose if you don't use the days. You’ll want to use that time before the carryover date.