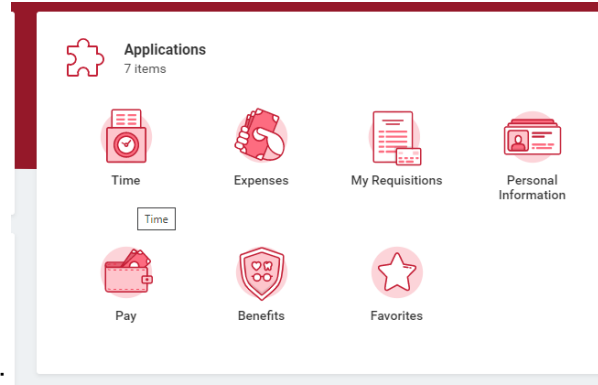
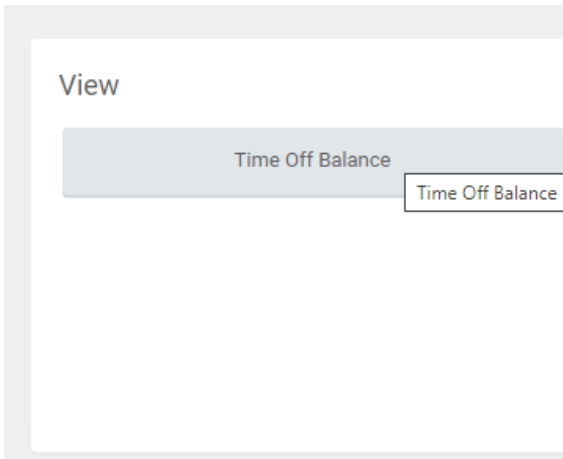


Reviewing Sick Balances in Workday



1. Login to Workday & click on the Time Worklet:



2. Click "Time Off Balance"
3. Enter the "Effective As Of" date for your Time Off Balance
4. Your balance will display in a table on the next screen. The totals will be highlighted in blue at the bottom of the table and will show how many Sick hours are available. If you have any questions about your balance, email stuemp@vassar.edu.