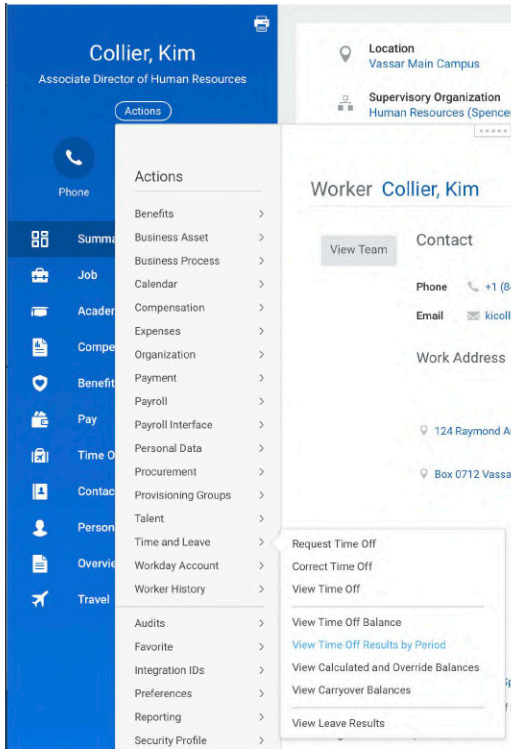
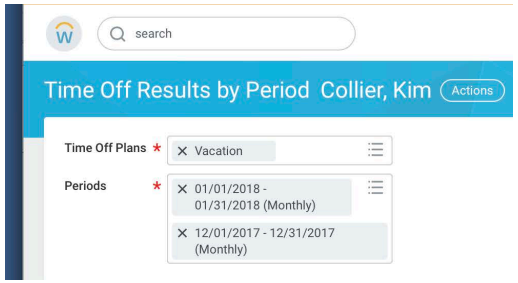
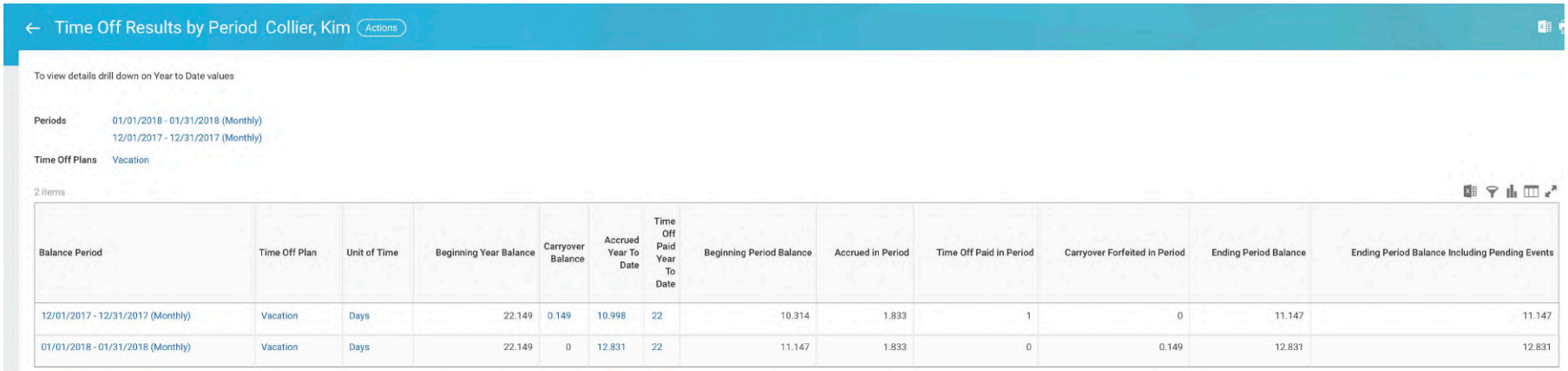
View Time Off by Pay Period

To View Your Time Off by Pay Period

1. Click the **Personal Information** worklet.
2. In the right column, click **About Me**.
3. Click the **Actions** button under your name.
4. On the menu that appears, hover over **Time and Leave**, then click **View Time Off Results by Period**.
5. Click the **Time Off Plans** field, then click **All Time Off Plans**. Select the type of time you want to see (Vacation, for example).
6. Click the **Periods** field, then click the year and select the pay period(s) you'd like to view.
7. Click **OK** in the lower left.
8. You will see your Time Off Details for the pay period(s) you selected.







Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
12/01/2017 - 12/31/2017 (Monthly)	Vacation	Days	22.149	0.149	10.998	22	10.314	1.833	1	0	11.147	11.147
01/01/2018 - 01/31/2018 (Monthly)	Vacation	Days	22.149	0	12.831	22	11.147	1.833	0	0.149	12.831	12.831