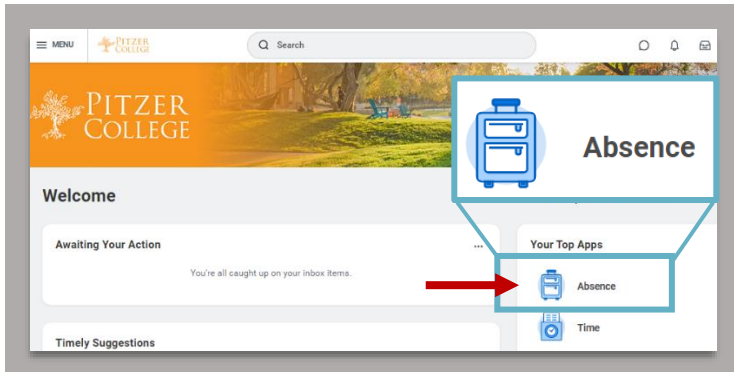
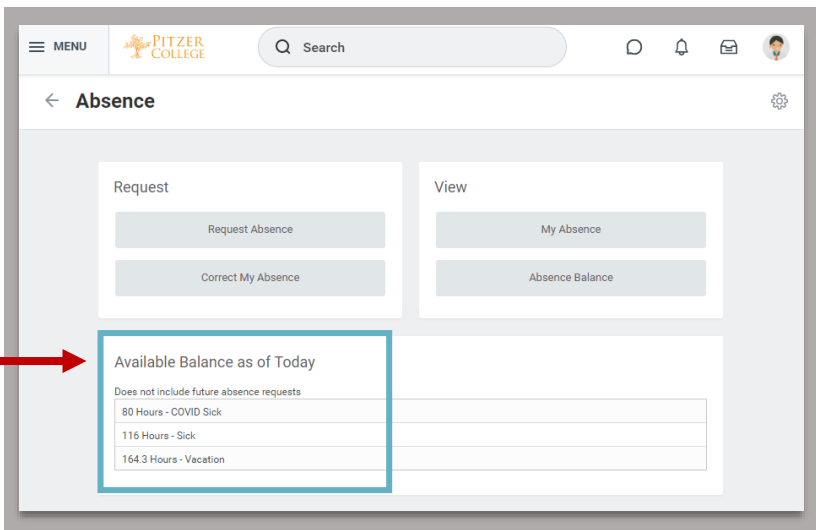


# Absence: View Accrual Balance

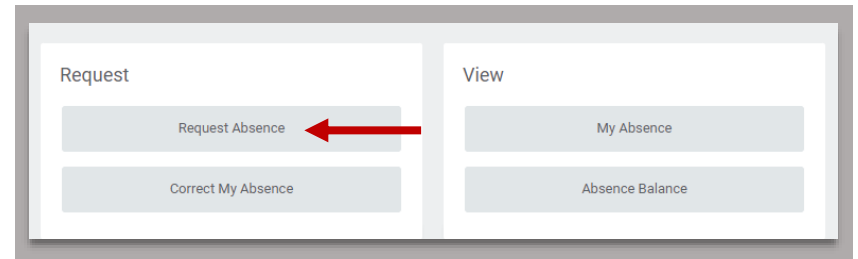
1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Absence**.



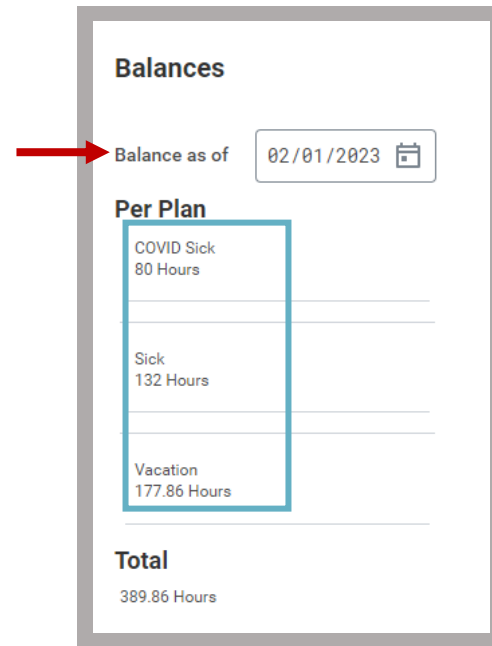
3. Your accrual balance is easily visible under **Available Balance as of Today**.



4. Should you want to see your balance for a future date, under **Request**, select **Request Absence**.



5. On the left side, balances are available as of today's date. In **Balance as of**, select the date you'd like to see balances as of. Within seconds, you will notice the balances will update.



When forecasting future balances, Workday will account for time off requests that have been submitted, including both approved requests and those pending approval.

*Note: Workday provides a number of avenues in which to obtain the same information. As you explore, you may find alternative methods to seeing time off balances. We have focused our training in this method and you are welcomed to use any other method available in the system.*