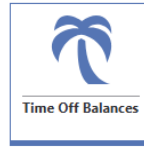




CHECKING TIME OFF BALANCES

Click on “Time Off Balances” in Employee Access (Menu/Time Off/Time Off Balances)



Time Off Types will be listed specific to what is available to each employee

	↑ Time Off Type Description	Unit Type	Prior Year Ending Balance Days	Current Year Allocated Days	Current Year Used Days	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance Days	Total Available Balance Days
↻	Annual	Days	0.00000	15.00000	-3.00000	12.00000	07/01/2026	12.00000	10.50000
↻	Comp Time	Days	0.00000	0.00000	0.00000	0.00000	07/01/2026	0.00000	0.00000
↻	Other	Days	-15.25000	0.00000	0.00000	-15.25000	07/01/2026	-15.25000	-15.25000
↻	Personal	Days	0.25000	0.00000	0.00000	0.25000	07/01/2026	0.25000	0.25000
↻	Sick	Days	160.62500	0.00000	-4.00000	156.62500	07/01/2026	156.62500	156.62500
↻	Vacation	Days	28.25000	0.00000	-16.00000	12.25000	07/01/2026	12.25000	12.25000

Current Year Used Days is the number of days that have been submitted **and** approved

	↑ Time Off Type Description	Unit Type	Prior Year Ending Balance Days	Current Year Allocated Days	Current Year Used Days	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance Days	Total Available Balance Days
↻	Annual	Days	0.00000	15.00000	-3.00000	12.00000	07/01/2026	12.00000	10.50000

Current Year Ending Balance Days is your total minus any days that have been submitted **and** approved

	↑ Time Off Type Description	Unit Type	Prior Year Ending Balance Days	Current Year Allocated Days	Current Year Used Days	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance Days	Total Available Balance Days
↻	Annual	Days	0.00000	15.00000	-3.00000	12.00000	07/01/2026	12.00000	10.50000

Total Available Balance Days is your remaining days with approved days and days awaiting for approval

	↑ Time Off Type Description	Unit Type	Prior Year Ending Balance Days	Current Year Allocated Days	Current Year Used Days	Current Year Ending Balance Days	Next Allocation Cycle Date	Total Ending Balance Days	Total Available Balance Days
↻	Annual	Days	0.00000	15.00000	-3.00000	12.00000	07/01/2026	12.00000	10.50000