Quick Reference Guide
How to View Leave Balances

Step 1: View Balances

Leave balances in the TimeOut System are real-time which includes the carried forward balance (i.e. end of previous calendar year not to exceed 360 hours for vacation), year-to-date accruals, leave taken year-to-date, and adjustments. The Planned column displays future leave requests as of the date selected. Employees should use the calendar features to review leave balances when considering taking time off.

1. Click specific dates in the calendar to view available leave balances. When a date is selected, the summary table will display available balances “as of” the date selected.

   Example: As of July 15, 2011, the vacation balance is 335 and the sick balance is 317.

Step 2: View Transactions

2. To view dates and types of leave taken, click Transactions on the homepage menu. Use the first drop down menu at the top of the page to select a time period. Use the second drop down menu to filter by day type.