



## How to View Time off Balances in Workforce

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Workforce or Aesop.

\*\*\*Only accessible from U-46 district grounds\*\*\*

The screenshot shows the Workforce software interface for viewing time off balances. The top navigation bar includes a date range of 07/13/2015 - 07/19/2015, a Save button, a More dropdown, and a Table View dropdown. Below this is a Time Sheet header with columns for days of the week (Mon 07/13 to Sun 07/19) and a Pay Code dropdown set to 'Period Pay'. The main content area features a tabbed interface with four tabs: 'Exceptions', 'Time Off Balance' (highlighted with a red circle), 'Results', and 'ACT Balances'. Under the 'Time Off Balance' tab, there are ten tables arranged in two columns, each showing the balance for a specific category from Monday, 07/13 to Sunday, 07/19. Each table includes 'Initial Balance', 'Credits', 'Debits', and 'Ending Balance'.

Sick (Hours)	Hours
Initial Balance Mon 07/13	680.04
Credits	0.00
Debits	0.00
Ending Balance Sun 07/19	680.04
No Details	

Sick (Days)	Days
Initial Balance Mon 07/13	85.005
Credits	0.000
Debits	0.000
Ending Balance Sun 07/19	85.005
No Details	

Personal Days (Hours)	Hours
Initial Balance Mon 07/13	32.00
Credits	0.00
Debits	0.00
Ending Balance Sun 07/19	32.00
No Details	

Personal Days (Days)	Days
Initial Balance Mon 07/13	4.000
Credits	0.000
Debits	0.000
Ending Balance Sun 07/19	4.000
No Details	

Vacation (Hours)	Hours
Initial Balance Mon 07/13	160.00
Credits	0.00
Debits	0.00
Ending Balance Sun 07/19	160.00
No Details	

Vacation (Days)	Days
Initial Balance Mon 07/13	20.000
Credits	0.000
Debits	0.000
Ending Balance Sun 07/19	20.000
No Details	

Vacation Carryover (Hours)	Hours
Initial Balance Mon 07/13	28.00
Credits	0.00
Debits	0.00
Ending Balance Sun 07/19	28.00
No Details	

Vacation Carryover (Days)	Days
Initial Balance Mon 07/13	3.500
Credits	0.000
Debits	0.000
Ending Balance Sun 07/19	3.500
No Details	

Break Days (Hours)	Hours
Initial Balance Mon 07/13	32.00
Credits	0.00
Debits	0.00
Ending Balance Sun 07/19	32.00
No Details	

Break Days (Days)	Days
Initial Balance Mon 07/13	4.000
Credits	0.000
Debits	0.000
Ending Balance Sun 07/19	4.000
No Details	

Once in the program please go to:

**Enter My Hours** - to be able to view extra duties, absences, and allotments.

On the bottom half of the page there are 3 tabs:

1. **Exceptions** - indicates any changes made to the timesheet and who made them. Displays what the "thumbtack" symbol on the timesheet means.
2. **Time Off Balances** - displays allotments in hours and days.
3. **Results** - displays hours to the nearest quarter hour.