

Viewing Potentially Forfeited PTO in Workday

Audience: Staff Members

Process Overview

Utilize Workday to locate and avoid potentially forfeiting PTO.

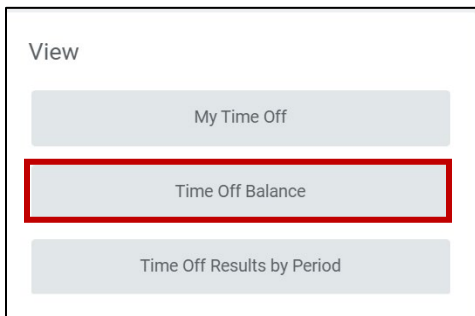
For more information on how to request time off in Workday, please see the [Request Time Off System Guide](#).

Process Steps

1. To find the PTO Balance that would normally be forfeited to the Reserve Sick Bank, log into Workday.
2. Select the **Time Off** icon.

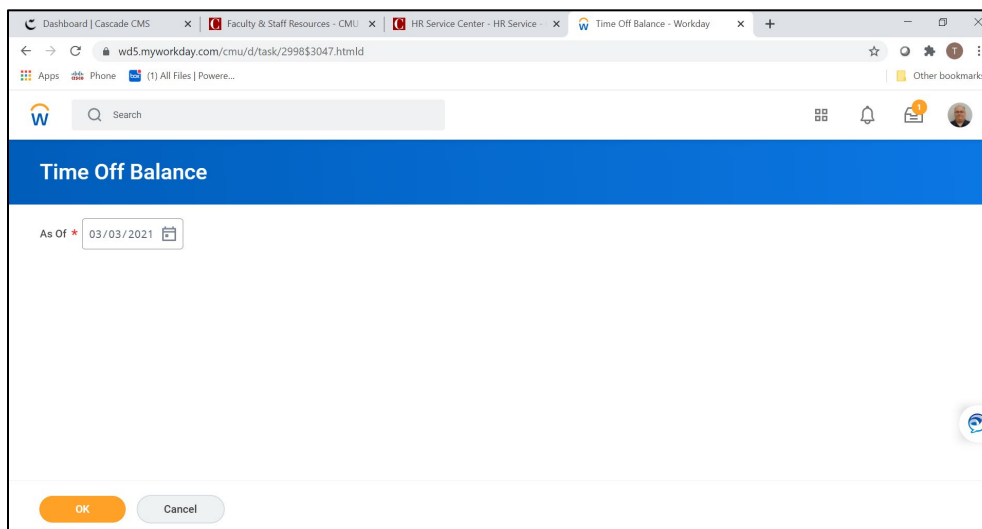


3. Under the **View** section, select **Time Off Balance**.



4. Then select the **Balance as of Date** based on the PTO Anniversary Date, which is the first of the month after the hire date (unless the hire date is the first of the month) and **click OK**.

Example: if the hire date is March 19, the PTO Anniversary Date is April 1 or if the hire date is April 1, the PTO Anniversary Date is April 1.



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- If there is a PTO balance that is forfeited to the Reserve Sick Bank, there will be a balance of time located in the **Carryover Forfeited in Period** column. The balance in **Carryover Forfeited in Period** will be moved back to the PTO plan for future use during the exception period.

Note: Affected PTO not used by a staff member's PTO anniversary date subsequent to December 31, 2022 will be converted back to the staff member's bank of RSD after that PTO anniversary date.

Time Off Plan	Unit of Time	Beginning Year 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	As of Period
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