# View Time off Results by Period

This Task/Report will show you EII/PTO balances by pay period. You can either select a particular pay period or all pay periods.

14 Steps <u>View most recent version</u>

Created by

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Creation Date Nov 27, 2024 Last Updated Nov 27, 2024

# Go to your Dashboard

On the right-hand side of the screen, you will see an icon with your picture on it. Click on your picture.

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					Profi	ile Chelse	a Bellmer	
	It's Wednesday, November 23	7, 2024						
	Announcements	1 of 1 < >						

# **Click View Profile**



#### STEP 3

# **Click Actions**

	٥	Location Mary Free Bed Rehabilitation Hospital Professional Building Position Title Total Rewards Specialist	-	Manager Dawn Boomers Supervisory Organization HR - Total Rewards_8215.1 (Dawn B
Chelsea Bellmer				
A stight				
Email Team				
B Summary				
dob 🔂				
II. Compensation				
Benefits				

# Time and Absence Hub

After clicking action, go to the Time and Absence hub and then click on View Time off Results by Period

	Cholor	Rollmor		Manage Absence View Time Off Sell Time Off	Supervisory Organization HR - Total Rewards_8215.1 (Dawn E
	Total Rev	wards Specialist		Overtime Requests	
		Actions		Add Time Clock Event	
$\bigcirc$	Ema	Calendar Compensation	>	View Time Off Balance	
88	Summa	Job Change	>	View Calculater and Override Balances View Carryover Balances	pecialist
	Job Compe	Manage Work Payment	>	Request Leave of Absence Request Return from Leave of Absence	
	Benefit	Payroll Payroll Interface	>	View Leave Results	d Rehabilitation Hospital Professional Building nth(s), 20 day(s)
â	Absenc	Personal Data	>	Recalculate Worker Time Off Balance	
Ē	Pay Contac	Talent Time and Absence	> ><	My Schedule History Request Work Schedule	

# **Time off Plans**

Click in the search bar for the Time off plans.

		Q Search	
0	Location Mary Free Bed Rehabilitation Hospital Pro Building	Time Off Results by Period	
<u>۵</u> ۳	Position Title Total Rewards Specialist	Chelsea Bellmer	
		Time Off Plans * Searce	
			Cancel OK

# **Click All Time off Plans**

Location Mary Free Bed Rehabilitation Hospital Pro	Time Off Results by Period	× ence
Position Title     Total Rewards Specialist	Chelsea Bellmer	
	Time Off Plans *     Search       Periods     *       By Period Subedule     >       All Time Implians     >	
	Create Time Off Plan Cancel	ок

# Select the Plan you wish to review

-EII

-PTO

-Both

Location     Mary Free Bed Rehabilit     Building	tation Hospital Pr Time Off Resu	lts by Period	×
Position Title Total Rewards Specialis	Chelsea Bellmer	,	
	Time Off Plans * Periods *	Search	ancel OK

### Click here

Chelsea Bellmer					
Time Off Plans * ×	Ell	:=	$\bigcirc$		
Periods *		:=	L13		
		Cancel	ок		

# Periods you wish to select

Click in the search bar under Periods

tion Free Bed Rehabilitation Hospital Pri	Time Off Results by Period		× ence
tion Title Rewards Specialist	Chelsea Bellmer		
	Time Off Plans * X Ell X PTO Periods * Search	:=	
		Cancel	

Position Title Total Rewards Specialist Chelsea Bellmer Time Off Plans ★ × EII ....  $\equiv$ X PTO .... Periods Search \* 2026 > 2025 > cel ŀ 2024 > 2023 > 2022 >

# Choose the year/dates you wish to review

**STEP 10** 

# Select the pay period you wish to review

1- You can select the pay period you wish to select

2- If you want to do them all, press Ctrl and the letter A and it will select them all. Then you will press the ENTER button (sometimes twice)

Position Title Total Rewards Specialist	Chelsea Bellme	r		
	Time Off Plans ★	× EII	:=	
	Periods *	Search	:=	
		← 2024 12/29/2024 - 01/11/2025 (B) reekly) 12/15/2024 - 12/28/2024 (B) weekly)	cel	ОК
		12/01/2024 - 12/14/2024           (Biweekly)           11/17/2024 - 11/30/2024           (Biweekly)	···	
		(animality) 11/03/2024 - 11/16/2024 (Biweekly) 10/20/2024 - 11/02/2024 (Biweekly)		
		(Biweekly)		

# Select the pay period you wish to review

If you want to do them all, press Ctrl and the letter A and it will select them all. Then you will press the ENTER button (sometimes twice)

Total Rewards Specialist	Chelsea Bellmer
	Time Off Plans * X EII ···· III ··· III ···· III ····· III ····· III ····· III ····· III ····· III ···· III ····· III ····· III ······
	Periods * × 12/29/2024 - 01/11/2025 := (Biweekly) Search
	✓       12/29/2024 - 01/11/2025          (Biweekly)          ■       12/15/2024 - 12/28/2024         (Biweekly)
	12/01/2024 - 12/14/2024          (Biweekly)          11/17/2024 - 11/30/2024          (Biweekly)          11/03/2024 - 11/16/2024
	(Biweekly) 10/20/2024 - 11/02/2024 (Biweekly)

# Click OK

(Biweekly)	
× 12/01/2024 - 12/14/2024 (Biweekly)	
× 11/17/2024 - 11/30/2024 (Biweekly)	
× 11/03/2024 - 11/16/2024 (Biweekly)	
MORE (22)	
L	
	Cancel

#### STEP 14

# Breakdown of the hours per pay period will appear

	Accrued Year To	Time Off Paid Year	Beginning Period		Time Off Paid	Carryover Forfeited in	Balance at
Carryover Balance	Date	To Date	Balance	Accrued in Period	in Period	Period	I
	U	U	U	U	U	U	
0	0	0	0	0	0	0	
	0	0	0	0	0	0	
0	0	0	0	0	0	0	
	0	0	$\bigcirc$	0	0	0	
0	0	0		0	0	0	
	0	10.9521	10.9521	0	10.9521	0	
0	0	48	200	0	48	0	