



Absence Balance

This How-To Guide covers how to **view your current** and **projected absence balance**.

Start Here

1. Open **Google Chrome**.
 2. Navigate to **Workday**.
 3. If prompted, log in with your **College email and password**.
 4. On the left-hand side, you will see the Menu.
 5. Under **Personal**, select the **Manage Absence** app.
 6. You will see the **Absence Calendar**, and your PTO will populate on the calendar.
Green indicates that a request has been approved, and **grey** indicates that the request is submitted but still pending approval.
- **Note:** you may also request absences from this screen as well by selecting dates on the calendar.

Manage Absence [REDACTED]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break	1 Winter Break	2 Winter Break	3
4	5	6	7	8	9	10
11	12	13	14 Sick	15	16	17
18	19 Martin Luther King Day	20	21	22	23 Vacation	24
25	26	27	28	29	30	31

Request Absence



7. On the right side of the screen, you will see information on your **Balances** and your **Absence Requests**.
8. **Balances** will default to today's date, and you will see your **Personal, Sick,** and **Vacation** balances, as well as the **Total of All Balances**.
 - Today's balance will take into account requests that have been submitted but not approved.
 - **To view projected absence balance**, in the **Balances as of Date** field, enter the future date you want to check.
 - **Note** - Your projected balance considers your normal accrual schedule as well as any approved time off between now and the date you enter. Requested time that has been submitted but not approved yet will also be reflected in your balances.

View Your Requests and Balances per Plan as of date

Balances	Requests
Balances as of 03/19/2026	
Personal	
5.25 Hours	
Sick	
64.75 Hours	
Vacation	
88.002 Hours	
Total of All Plans	
158.002 Hours	

9. Select the **Requests** tab to see a list of all of your absence requests and their statuses.
 - Shown will be your requests from the past 6 months and any for the next 12 months.
 - **Check marks** indicate approved requests. **Clocks** indicate that the request has been submitted but not yet approved, or there's a correction in progress that hasn't been approved yet. **Denied** requests will not be listed.



View Your Requests and Balances per Plan as of date

Balances **Requests**

These are your requests from the past 6 months and for the next 12 months.

January

Fri, Jan 23, 2026
Vacation



Total 1 Hour
Approved

February

Mon, Feb 9, 2026
Sick



Total 1.5 Hours
Approved

Wed, Feb 18, 2026
Sick



Total 0.75 Hours
Approved

Have Questions? For assistance, please contact help@brynmaur.edu or 610-526-7440.