









- 1 6HOHFW  menu icon, and select **Team**.
- 2 Navigate to **Time > Time Off > History**.
- 3 6HOHFW **Employee**.

## balances

- 1 Press the  menu icon, and select **Team**.
- 2 Navigate to **Time > Time Off > Balances**.
- 3 Select the **Employee**.

← Time > Time Off > History

Requested Dates: 07/23/2022 - 08/05/2022

1 of 248 [System] ▼ T(1) ...

| Employee Id | Username | First Name | Actions |
|-------------|----------|------------|---------|
| N0000000    | 1123456  | John       | ...     |

Last Name: Smith

Is Multiple Job: No

# Multiple Job: 1

Is Multiple Job Manager:

Requested Weekday: Monday

Last Requested Weekday: Tuesday

Date Requested: 07/11/2022

Last Date Requested: 08/02/2022

From: -

To: -

Time: 127.50

Request State: Approved

Workflow Status: Approved

Time Off: 1 - Vacation

Com:

Date Request Submitted: 07/06/2022 09:41a

← Time > Time Off > Balances

### Time Off Balances

VA Victoria Anderson

Hour Day

1 - Vacation

CURRENT:  
**41.25** HOURS  
Jul 1, 2022 - Jul 1, 2023

|                  |              |
|------------------|--------------|
| Accrued To       | Aug 18, 2022 |
| Taken            | 0.00 hrs     |
| Current Balance  | 41.25 hrs    |
| Scheduled        | 0.00 hrs     |
| Pending Approval | 0.00 hrs     |

Request

2 - Personal

CURRENT:  
**22.50** HOURS  
Jan 1, 2022 - Jan 1, 2023