View Time-Off Balance

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This section guides you in checking how much time off you have saved up in the latest version of Wurk. System behavior on the mobile application is very similar, so this guide can be used for either.

If your company has enabled this feature, you will see the Balances option under **My Info>My Time** on the main menu. If you do not see this option, then you either do not accrue time off or your company does not use Wurk to track this.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

1. After logging into your company Wurk app, on the home page you will see the **Time Statistics** widget. This typically summarizes the time off you have accrued. The example below shows a salaried employee who has a negative
vacation balance at a company that pays for vacation and overtime. Some companies may configure this widget to show other types of time off, such as Sick Time.

2. To see more details about your time off, open the Main Menu (click the "hamburger menu" in the upper left corner and click **My Info>My Time>Balances** (if available).
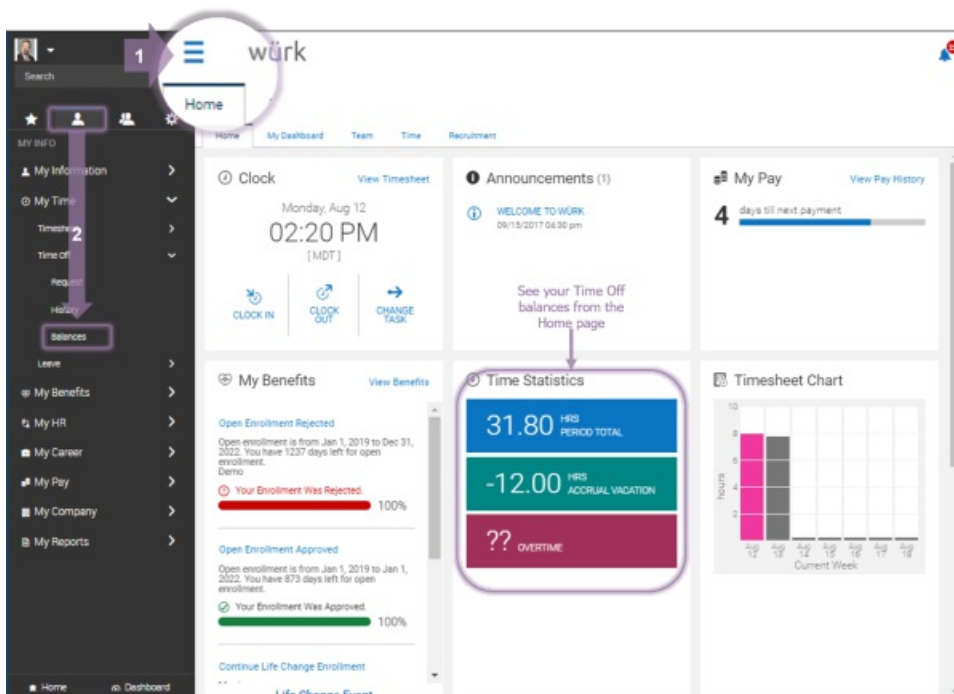
3. You may see
accrued time off similar to the examples below. You can toggle the display to show your balances in hours

or days.

HOUR

SICK	
AVAILABLE:	
25.10	HOURS
Jan 1, 2018 - Jan 1, 2019	
Accrued To	Oct 30, 2018
Current Accrued	33.10 hrs
Current Balance	25.10 hrs
Taken	8.00 hrs
REQUEST	

VACATION	
AVAILABLE:	
104.50	HOURS
Jan 1, 2018 - Jan 1, 2019	
Accrued To	Jan 1, 2019
Current Accrued	120.00 hrs
Current Balance	104.50 hrs
Taken	7.50 hrs
Scheduled	8.00 hrs
Pending Approval	8.00 hrs
REQUEST	

DAY | **HOUR**

PERSONAL	
AVAILABLE:	
-1.50	DAYS
Jan 1, 2019 - Jan 1, 2020	
Accrued To	Apr 25, 2019
Current Accrued	10.00 days
Current Balance	-1.50 days
Taken	11.50 days
Scheduled	0.00 days
Pending Approval	0.00 days
REQUEST	

Field Definitions

Field	Definition
Accrued To	The last date when you accrued time.
Current Accrued	The total amount of time off you have saved up this year.
Current Balance	The amount of time off you have saved up that you can use.

Field	Definition
Taken	The amount of time off you have used.
Scheduled	The amount of time off you have scheduled to use.
Pending Approval	The amount of requested time off that is waiting for approval.
Request	Click this link to request time off.