

## BALANCE REPORT

### How to view your PTO & SICK balances from the Balance Report

#### Log into WFM, select Employee Self Service

1. Select Balance Report from the navigation tabs across the top of the page and the parameter page displays
2. Use the lookup icon under Balance Report and select PTO-BAL and SICK-BAL
3. The start and end dates default to the current date. To see your future balances, change the end date to June 30 of the fiscal year that you want to view
4. Select Go, located below the parameters on the left side of the page

The screenshot shows the WFM interface with the following elements:

- 1**: Navigation tabs at the top right, with "Balance Report" highlighted.
- 2**: "Balance Type" dropdown menu set to "PTO-BAL, SICK-BAL".
- 3**: "End Date" field set to "06/30/2024".
- 4**: "Go" button at the bottom left.
- Callout box: "Dates default to the current date" pointing to the "Start Date" field set to "10/02/2023".

- You will only change the start date if you are looking for past updates.
- Updates in WFM are sent to Workday daily, which are then sent to Kronos daily.
- If you make a change in Kronos (removing or adding benefited hours), that data is sent to WFM once a week on Tuesday.
- Balance discrepancies between WFM, Workday, and Kronos will be updated with the weekly Workday import to WFM on Tuesday.
- How do the discrepancies happen? Example: You have 12 hours using PTO approved for Monday, but on Wednesday you worked an extra shift. Since you no longer need to use 12 hours of your flexPTO, you removed the 12 PTO hours from Kronos on Friday. The balance will be updated in WFM the following Tuesday with the weekly update from WFM/Kronos.
- Another example in the screenshot on the next page, the employee had two days of PTO approved for 9/18 & 9/19 for a total of 24 hours. They cancelled the approved time in Kronos. The adjustment was sent to WFM on the following Tuesday, 09/26/2023 from the weekly updates.
- Please note, the date for the adjustment from Kronos will always show Tuesday as the adjusted date because Tuesday is the day of the week that we get updates from Workday.
- If you cancel an approved date or dates in WFM, the hours will immediately be added back to the balance used for the approved time and the adjustment will be sent to Kronos that night.
- Employees who work in areas that are marked as closed on VUMC recognized holidays will see the scheduled hours, up to one year in advance, subtracted from their PTO balance.

#### Example of report on next page

Test, Mary Sue PTO-BAL

09/17/2023	INITIAL BALANCE	171.98 HOURS
<a href="#">09/18/2023</a>	-12.00 HOURS	159.98 HOURS
<a href="#">09/19/2023</a>	-12.00 HOURS	147.98 HOURS
<a href="#">09/26/2023</a>	24.00 HOURS	171.98 HOURS
<a href="#">11/17/2023</a>	-12.00 HOURS	159.98 HOURS
<a href="#">01/08/2024</a>	-12.00 HOURS	147.98 HOURS
<a href="#">01/09/2024</a>	-12.00 HOURS	135.98 HOURS
<a href="#">01/10/2024</a>	-12.00 HOURS	123.98 HOURS
<a href="#">01/15/2024</a>	-12.00 HOURS	111.98 HOURS
<a href="#">01/16/2024</a>	-12.00 HOURS	99.98 HOURS
06/30/2024	FINAL BALANCE	99.98 HOURS

Manual Adjustment (SET) [09/26/2023](#) 24.00 HOURS 171.98 HOURS Created by HR refresh

Test, Mary Sue SICK-BAL

09/17/2023	INITIAL BALANCE	60.36 HOURS
06/30/2024	FINAL BALANCE	60.36 HOURS