Overview

The purpose of this job aid is to show you how to access and view your Time Off balance in Workday.

Steps and Procedures

Please note: while you must be logged into the Trinity Health network in order to access certain data and perform transactions in Workday, it is not currently necessary for you to be logged into the network in order to access your Time Off balances.

1. Log into Workday using your Trinity Health network login and password.
2. After logging in, Workday will open to your home page.
3. Click on the Time Off icon found in the Applications section of your home page.

5) View your Time Off balance.