

Document Information

How-To Guide	Viewing Personal Time Off Balance
Relevant Audience(s)	Frontline/Field Associate, Clerical Hourly/SNE, Salaried Exempt Associate, Frontline Supervisor, Corporate Manager, Site Leader, HR, Payroll Leader, Plant Payroll, Payroll Regional/Technician, IT, Workforce Optimization Scheduler
Topic(s) included	• How to view your time off balances Note: The different types of time off you may see include Floating Holiday, Scheduled Day Off, and Paid Time Off
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This how-to guide will cover the following topics:

- How to view your time off balances

How to View Your Time Off Balances

1. From the home page, look for the **My Time Off** tile to view your time-off balances.

Use the left and right arrows on the tile to view different types of available time-off balances (e.g., Floating Holiday, and Paid Time Off).

