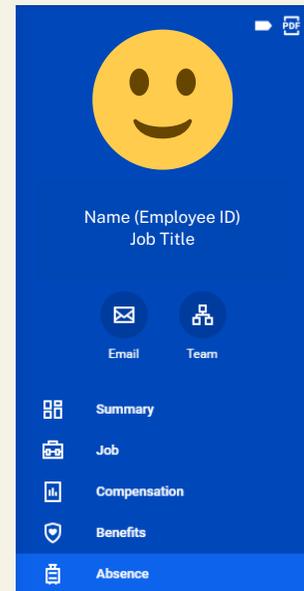




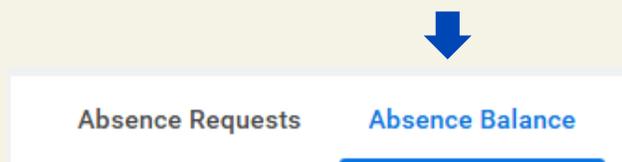
## HOW TO: View **Time Off Balances (PTO/EIB)**

Step 1: Navigate to Workday: <https://www.myworkday.com/MethodistHealthSystem>

Step 2: Select “**Absence**” beneath your profile picture.



Step 3: Select “Absence Balance” on the Absence page



A table will show your PTO and EIB :

- YTD accrued hours
- Balance as of Date
- As of period (most recent pay period)

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period
EIB	Hours	0	95.708	0	95.708	0	0	0	95.708	95.708	06/29/2025 - 07/12/2025 (BiWeekly)
PTO	Hours	0	71.944	8	63.944	0	0	0	63.944	63.944	06/29/2025 - 07/12/2025 (BiWeekly)
Total:									159.652	159.652	