



# Reporting Instructions

## Time Off Liability

**Time of Liability Report:** This report shows each team member's remaining time off and calculates the value of that time.

1. Start by Navigating to your Workday Home Page

2. In the Search Bar at the top of your screen, search for "Time Off Liability"

3. This will open a criteria menu where you can select the date, worker type(s), employee type(s), which hours you'd like to view, and a period schedule

- **Organizations** - Enter the cost center(s) you want to view information for.
- **Include Subordinate Organizations** - Check this box if you've selected a hierarchy with multiple cost centers want to view the subordinate organizations in the report.
- **Time Off Plans** - Select the specific time off plans you want to include in the report.
  - There are multiple plans available, such as Bereavement Time Off Plan, Jury Duty Time Off Plan, and PTO Main Time Off Plan. Team members should select the plans that are applicable to their operations.
- **As Of** - Enter the date for you want to calculate the time off liability for.

4. This should open the report with your team members' time off liability information
  - **Organization:** The specific unit or department the employee belongs to.
  - **Worker:** The name of the employee
  - **Time Off Plan:** The specific time off type(s) being viewed, such as PTO Main Time Off Plan.
  - **Unit of Time:** The measurement used for the time off, typically shown in hours.
  - **Balance:** The remaining amount of time off the employee has available.
  - **Liability:** The total cost of the team member's remaining time off balance.

Time Off Liability

Organizations

CC01234 Sample Unit

Time Off Plans

PTO Main Time Off Plan

Include Subordinate Organizations

No

As Of

08/21/2024

0 items

Organization	Worker	Worker Type	Time Off Plan Details				
			Time Off Plan	Unit of Time	Balance	Liability	Currency
Sample Unit	Sample Employee 1 (123456)	Employee					
Sample Unit	Sample Employee 2 (123457)	Employee	PTO Main Time Off Plan	Hours	70.96	1,266.64	USD USD
Sample Unit	Sample Employee 3 (123458)	Employee					
Sample Unit	Sample Employee 4 (123459)	Employee					
Sample Unit	Sample Employee 5 (123460)	Employee					
Sample Unit	Sample Employee 6 (123461)	Employee	PTO Main Time Off Plan	Hours	28.26	499.64	USD USD

**\*Note: If you have any questions or issues with this report, please feel free to contact [payroll@questservices.com](mailto:payroll@questservices.com) and copy [workday@questservices.com](mailto:workday@questservices.com)**