PTO Balance

How do I view my available paid time off (PTO)?

The Available Paid Time Off Application through Workday allows you to view your:

- Available paid time off balances
- Detailed paid time off through My Absence button

STEP	ACTION	WHAT YOU WILL SEE
01	Log in to E1 ESS	
02	On the E1 ESS page, Click on "Workday"	
03	Click on Absence	
04	View your Available Balance as of Today or Click on My Absence for Details	