

## 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	CRACLE © (deach
02	On the E1 ESS page, Click on "Workday"	Workday   Image: Workda
03	Click on Absence	Applications 9 items Favorites Directory Quick Links Directory Directory Quick Links Enerfits Denefits
04	View your Available Balance as of Today or Click on My Absence for Details	Request View   Correct My Absence View Teams   Request Absence Absence Balance   My Absence My Absence   Absence My Absence   Does not include future absence requests 229.3423 Hours - Paid Time Off (PTO)   Dogs - Special Leare User off the context of the context