This tip sheet defines the terms you will see when looking at your Absence balance. For additional help, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

- **Absence Plan** - the plan is broken down into Personal, Sick, and Vacation.
- **Beginning Year Balance** - accrual year balance view begins on the last completed pay period of the prior year.
- **Carryover Balance** - This bank will be credited on September 1st and will reflect the number of hours carried over from the prior academic year.
- **Accrued Year to Date** - your personal accrual rate (based on years of service and FTE) multiplied by the number of pay periods since accrual year begin date.
- **Absence Paid Year to Date** - any time off that has been paid since the accrual year began.
- **Beginning Period Balance** - your balance as of the beginning date in the Balance Period (pay period) specified.
- **Accrued in Period** - the number of accruals earned during the pay period(s) specified (based on years of service and FTE).
- **Note:** Please be aware that accruals are granted on the specific plan rules and only eligible to be used thereafter (i.e. not to be used retroactively).
- **Absence Paid in Period** - any time off that has been paid during the pay period(s) specified.
- **Carryover Forfeited in Period** - any plan days over your max accrual amount that are forfeited as of the new plan year. This field populates on different dates based on specific plan rules, should you have an overage.
- **Ending Period Balance** - balance after accruals earned for the pay period specified.
- **Ending Period Balance Including Pending Events** - includes the Ending Period Balance as well as any time off events not approved by the supervisor.
- **As of Period** - Last Updated MM/DD/YYYY.