# View MyTime and the Attendance Record

[View My Time Off Balances through Colleague Zone](#_Toc197083965)

[View My Time Off Balances through Workday](#_Toc197083966)

[View Attendance Record](#_Toc197083967)

[Related Documents](#_Toc197083968)

 **Description:** Instructions for viewing current time balances in Colleague Zone, Workday, and the Attendance Record.

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| View My Time Off Balances through Colleague Zone |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Navigate to [Heartbeat](https://heartbeat.cvshealth.com/). |
| **2** | Select **Apps and Tools**. |
| **3** | Under Key Apps, select **Colleague Zone**. |
| **4** | Scroll down to Quick Links and select **View My Time Off Balance**. |
| **5** | Enter the **appropriate date** to view your accrued time off hours. Select **OK** when finished.  **Notes:**   * To view your time off balance for the year, change the As Of date to **12/31 of the current year**. * The date defaults to the current date.     **Result:** A detailed report of your Time Off Balance will be displayed. |

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| View My Time Off Balances through Workday |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Navigate to [Workday](https://www.myworkday.com/cvshealth/d/home.htmld). |
| **2** | Click **Menu** at the top left of the screen. |
| **3** | Select **Time Off**.    **Result:** The Time Off page displays. |
| **4** | Select **Time Off Balance**. |
| **5** | Enter the **appropriate date** to view your accrued time off hours. Select **OK** when finished.  **Notes:**   * To view your time off balance for the year, change the As Of date to **12/31 of the current year**. * The date defaults to the current date.     **Result:** A detailed report of your Time Off Balance will be displayed. |

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| View Attendance Record |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Navigate to <https://pac4setwpw10v.corp.cvscaremark.com/attend_db/default.aspx>. |
| **2** | Scroll down to the bottom to see the 365-day look back accrual. |

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| Related Documents |

[Customer Care Colleague Resource Index (057361)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=65bf9943-ef54-4560-986e-15bb628e6130)

[Customer Care Procedures for Reporting Absences (021318)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=1a2d4af6-4035-4f03-874f-da6f626f5ca5)

[Customer Care Abbreviations, Definitions, and Terms Index (017428)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=c1f1028b-e42c-4b4f-a4cf-cc0b42c91606)

**Parent Document:** [DOC-051628 CVS Health Attendance Policy](https://policy.corp.cvscaremark.com/pnp/faces/DocRenderer?documentId=DOC-051628)

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