



## SwipeClock: how to check my time off balance

### Key Links:

- Website: [Swipeclock site](#)

### Steps to View Your Time Off Balance

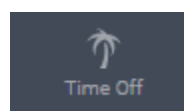
#### Step 1: Log in to SwipeClock

- Go to the [SwipeClock login page](Website: SwipeClock site) and enter your credentials.

A screenshot of the Employee Login page. The page has a dark blue header with the text "Employee Login" in white. Below the header is a white login form. The form contains three input fields: "Username" with a red error message "username is required" below it, "Password", and "Site ID (optional)". Below the input fields are two buttons: a solid blue button labeled "WEBCLOCK" and a white button with a blue border labeled "EMPLOYEE PORTAL". At the bottom of the form is the "swipeclock" logo with the tagline "WORKFORCE MANAGEMENT" below it.

#### Step 2: Navigate to the Time Off Icon

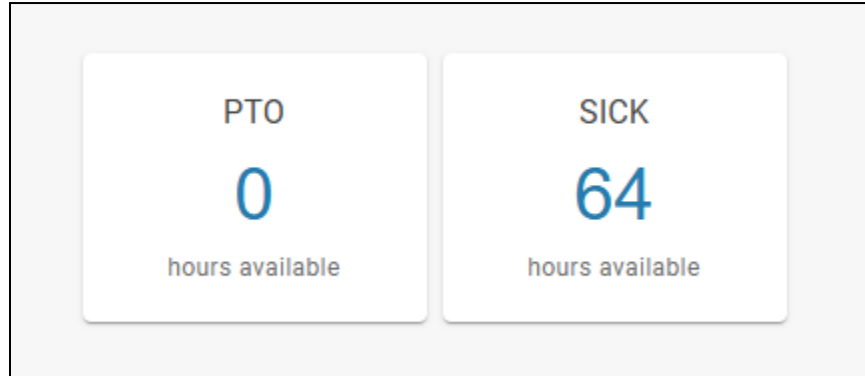
- Once logged in, locate the **Time Off** icon at the top of the screen and click on it.





### Step 3: View Your Time Off Balances

- On the **Time Off** page, you'll see a list of your available time off policies (e.g., PTO, Sick Leave) along with your current balance for each.
- **Example:** You may see a balance of **0 hours** for PTO but **64 hours** for Sick Leave.



### Optional:

- For a calendar view of your scheduled and available time off, click on **Calendar**.



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### Related Articles

- [SwipeClock: How to Request Time Off](#)

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By following these steps, you can easily check your available time off balance in SwipeClock to help plan your time away from work. If you have any issues accessing your time off information, contact your HR department for assistance.