

Reviewing Benefit Balances

Audience: Teammate

Purpose

In symplr Workforce, start in the Benefits Balances section to view Paid Time Off accrual balances. This job aid provides instructions for how to review benefit balances within symplr Workforce.

Additional job aids for symplr Workforce can be found on the symplr Workforce Resources page on [PeopleConnect](#) or the [Wake Forest Baptist Intranet](#).

In This Document


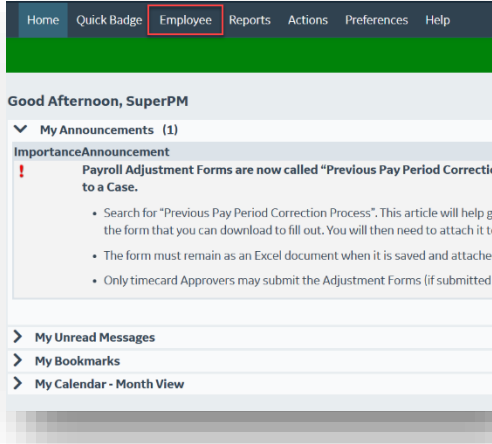
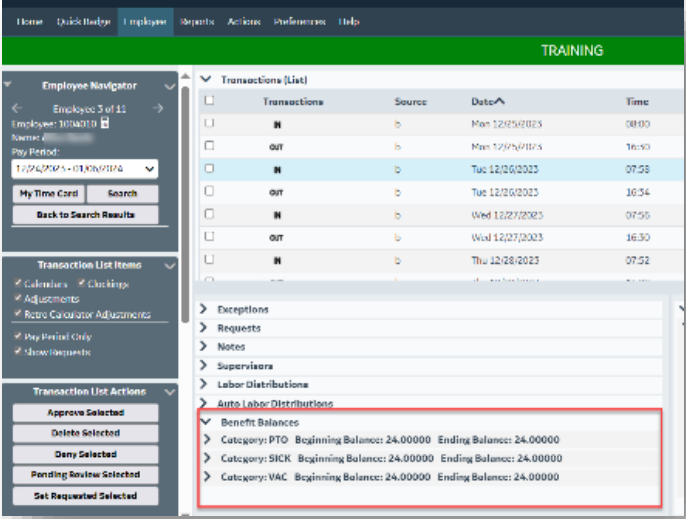
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NAVIGATION	EMPLOYEE  BENEFIT BALANCE												
<p>Step 1:</p> <p>Select the Employee tab from the home screen.</p>	 <p>The screenshot shows the application's home screen. At the top, there is a navigation bar with tabs: Home, Quick Badge, Employee (highlighted with a red box), Reports, Actions, Preferences, and Help. Below the navigation bar, there is a greeting: "Good Afternoon, SuperPM". Underneath, there is a section for "My Announcements (1)" with an "Importance Announcement" regarding "Payroll Adjustment Forms". At the bottom of the screen, there are three expandable menu items: "My Unread Messages", "My Bookmarks", and "My Calendar - Month View".</p>												
<p>Step 2:</p> <p>Expand the Benefit Balance card to view benefit balances.</p>	 <p>The screenshot shows the "TRAINING" page. On the left, there is an "Employee Navigator" sidebar with options like "Employee 3 of 11", "Employee: 1004010", "Pay Period: 1/1/2025 - 01/31/2025", and "My Time Card" search. The main area displays a "Transactions (List)" table with columns for Transactions, Source, Date, and Time. Below the table, there are sections for "Exceptions", "Requests", "Notes", "Supervisors", "Labor Distributions", and "Auto Labor Distributions". The "Benefit Balances" section is expanded and highlighted with a red box, showing three categories: PTO, SICK, and VAC, each with "Beginning Balance" and "Ending Balance" values of 24.00000.</p> <table border="1"><thead><tr><th>Category</th><th>Beginning Balance</th><th>Ending Balance</th></tr></thead><tbody><tr><td>Category: PTO</td><td>24.00000</td><td>24.00000</td></tr><tr><td>Category: SICK</td><td>24.00000</td><td>24.00000</td></tr><tr><td>Category: VAC</td><td>24.00000</td><td>24.00000</td></tr></tbody></table>	Category	Beginning Balance	Ending Balance	Category: PTO	24.00000	24.00000	Category: SICK	24.00000	24.00000	Category: VAC	24.00000	24.00000
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Need Assistance?

- Atrium Health Floyd, please call 706-509-5770.
- Atrium Health Greater Charlotte, please call 704-631-1500.
- Atrium Health Navicent, please call 478-633-1510.
- Atrium Health Wake Forest Baptist, please call 336-716-6464.
- Scotland Health, please call 855-313-1075.