



## S4S Balance

The report that an employee can run to see their Save for Summer balance in Workday is “My Save For Summer Balance”.

After entering “My Save for Summer Balance” in the search bar, the employee must enter the fiscal year date. For example for the current FY of 2021, the employee would enter 09/01/20 to 08/31/21 as shown below. The current balance is reflected in the FYTD number that is given.

### My Save For Summer Balance

Separate Taxes by Jurisdiction

Starting Payment Date or Reversal Date \*

09/01/2020



Ending Payment Date or Reversal Date \*

08/31/2021

