View Leave Accruals Job Aid

The purpose of this job aid is to explain how to view the leave balance accruals for employees.

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.

2. Click on the Accruals tab.

INDIVIDUAL HOURS ☆   Options   ?

| Sort by: ID ↑ | | Employee Filter |

Maverick   ✖ | Hours | Schedules | **Accruals** |

Showing 2 records of 2
1234567890   Sam Maverick
9987654321   Joe Maverick

Sam Maverick

Select forecast date 6/11/2021 📅   Update

Showing 4 records of 4

Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
🗋	1.5 Comp Time	0.4000	0.0000	0.0000	0.0000	0.0000	0.0000	0.4000
🗋	Sick	1022.5000	32.0000	0.0000	8.0000	0.0000	0.0000	1046.5000
🗋	Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
🗋	Vacation	311.9200	0.0000	0.0000	0.0000	0.0000	0.0000	311.9200

3. The Accruals page displays several columns.

   a. Accrual Bank – type of leave

   b. Accrued – amount accrued to-date

   c. Accrual Forecast – monthly accrual that will be earned

   d. Used – amount of leave used

   e. Used Forecast – any leave that has been approved but has not been through the close process to reconcile the total

   f. Expired – for straight comp, number of hours that have expired

   g. Expired Forecast – for straight comp, number of hours that will be expiring

   h. Remaining – usable number of hours