



Viewing My Accrual Balances

This job aid covers how to view your current time off accrual balances.

Viewing my Time Off Balances page

- 1 Click **Show Menu.** ☰
- 2 Click the **My Information** tab and select **My Time > Time Off > Balances.**

HOUR

SICK

AVAILABLE:

25.10

HOURS

Jan 1, 2018 - Jan 1, 2019

Accrued To	Oct 30, 2018
Current Accrued	33.10 hrs
Current Balance	25.10 hrs
Taken	8.00 hrs

[REQUEST](#)

VACATION

AVAILABLE:

104.50

HOURS

Jan 1, 2018 - Jan 1, 2019

Accrued To	Jan 1, 2019
Current Accrued	120.00 hrs
Current Balance	104.50 hrs
Taken	7.50 hrs
Scheduled	8.00 hrs
Pending Approval	8.00 hrs

[REQUEST](#)

- | | |
|----------|---|
| A | Accrued To: The last date that you accrued time. |
| B | Current Accrued: The total amount of time that you have accrued during the current accrual year. |
| C | Current Balance: The amount of time you currently have available to use. |
| D | Taken: The total amount of time you have used in the current accrual year. |

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| E | Scheduled: The total amount of time in future requests that have been approved. |
| F | Pending Approval: The total amount of time in requests that have not yet been approved. |
| G | Request: Click this link to submit a new time off request. |