**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.

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