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