
The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

Viewing the Accrual Balance Report

**NOTE:**
The report is titled “My Accrual Balance and Projections”. Please note that CalTime does not provide projections.

Viewing the Accrual Balance and Projections Report

1. Go to the home screen shown in step 2. Depending on where you are within the CalTime application, you can click on “Home” to get to the home screen.

2. From the home screen, click on “My Reports”

3. Select “My Accrual Balances and Projections”
### Viewing the Accrual Balance and Projections Report

1. Enter the **As Of** date for your report by clicking on the calendar icon.

![Calendar Icon](image)

2. CalTime will present a calendar. From the calendar, select the **As Of** date.

3. Then click on the “View Report” button.

![View Report Button](image)

4. CalTime will display the report. The various categories of leave balances are listed on the left. **Vacation Maximum** is also listed.

5. The “Period Ending Balance” column will show you the ending balance as of the date you selected.