An Accrual Detail report will show you how much leave one or more employees have in their balances.

NOTE: Each month, Personnel Payroll Systems (PPS) calculates the leave balance for every employee and passes that information to CalTime by the 16th of the month. For most employees, this has not affected the leave balance already showing in CalTime. In any given month, a small percentage of employees will see an adjustment to their leave balance in CalTime by the 16th, e.g., if they have taken leave without pay, catastrophic leave, or military leave. (Taking regular vacation or sick leave will not result in this type of adjustment.)

1. Log in to CalTime. (See the job aid, “Logging in to CalTime.”)

2. Click the Leave Usage Genie link under My Genies.

3. Select the employee(s) for whom you want accrual balances.

   Use Ctrl-click to select more than one employee

   — OR —

   Click the Select An Action drop-list arrow, and then click Select All to see accrual balances for every employee.

4. Select Reports.
5. Select Accruals.

6. Select Accrual Detail.

7. If you want to print accrual details for the employee(s) you selected in Step 3, leave People unchanged. (It should read Previously Selected Employee(s).)

   If you decide to run a report for all employees, choose All Home.
8. **Current Pay Period** is active by default under **Time Period**.

   **NOTE:** If you want a different date displayed, enter another date or use the calendar icon to choose a **Specific Date**.

9. **Click Run Report**.

   **NOTE:** While the report is being generated, you will see “**Waiting**” under the **Status** column heading.

10. **Click Refresh Status**.

11. **When Status** is **Complete**, **click View Report**.
To Print the Report:

12. Press Ctrl-P (Windows) or Command-P (Mac).
13. Click the Print button in the Print dialog window.

To Save the Report:

14. Press Ctrl-A (Windows) or Command-A (Mac).
15. Press Ctrl-C (Windows) or Command-C (Mac).
16. Open up a blank document or spreadsheet in Microsoft Word or Excel.
17. Press Ctrl-V (Windows) or Command-V (Mac) to paste the data.
18. Follow the procedures in Microsoft Word or Excel to save your report.
19. To close the report and return Home (CalTime’s opening screen), close the browser window showing the report.

20. Click the Home button.

— OR —

Click Log Off to end your CalTime session.