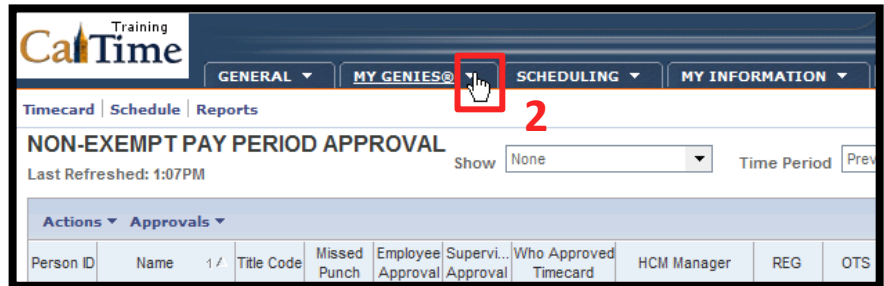


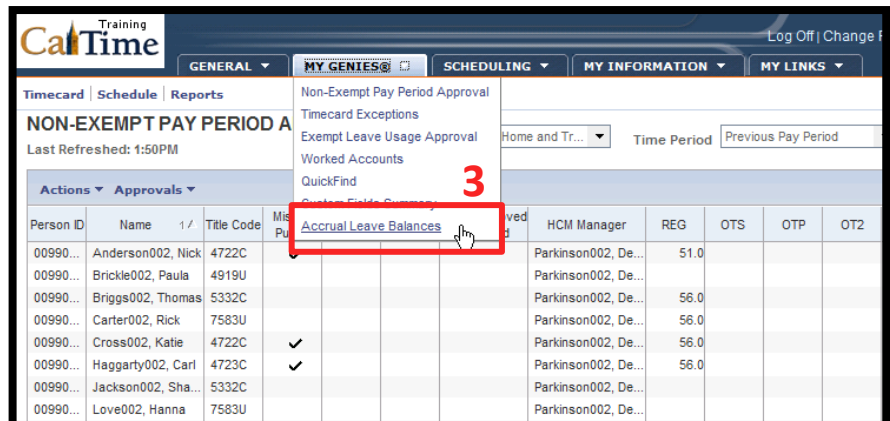
The **Accrual Leave Balances** Genie shows you the leave balances for your employees. If you are just interested in current balances, you can use it instead of the **Accrual Detail** report, which is more of a diagnostic tool than is this Genie. The **Accrual Leave Balances** Genie is *not* available in Web-access CalTime.

1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)



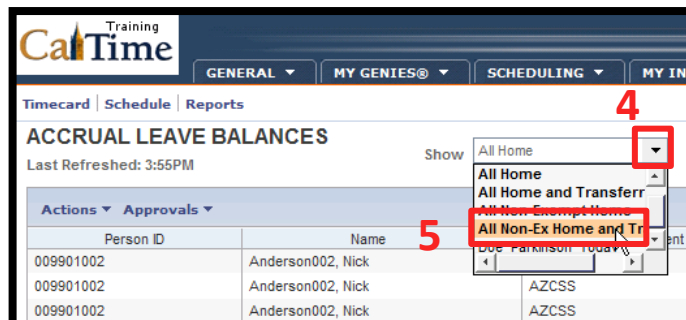
2. Click the **My Genies** drop-list arrow.

3. Choose the **Accrual Leave Balances** Genie.



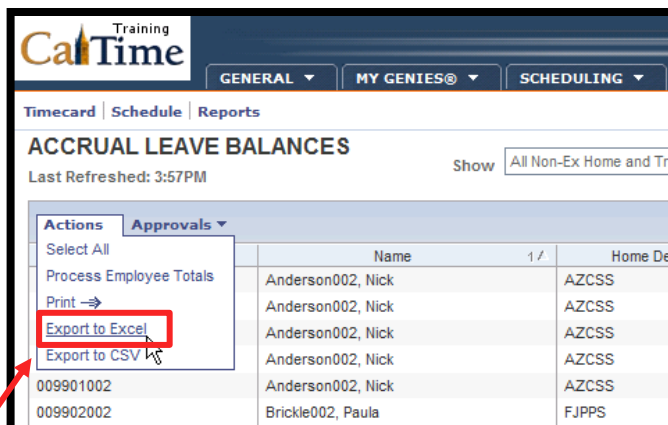
4. Click the **Show** drop-list arrow.

5. Select **All Non-Exempt Home and Trans. In.**  
(Time Period defaults to **Today**, which is appropriate for current balances.)



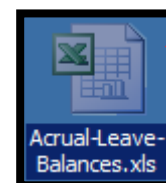
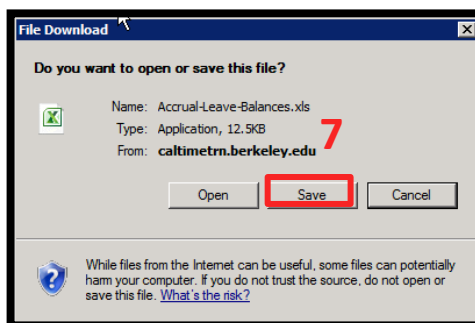
### Download Option:

Under the **Actions** menu, you can export the contents of the **Accrual Leave Balances Genie** to a Microsoft Excel file or as a comma-separated-value (CSV) file.



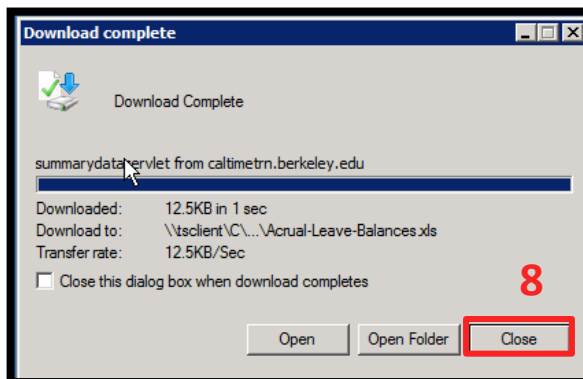
- For example, from the **Actions** drop list, choose **Export to Excel**.

- Respond to the following dialog window by clicking **Save**.



what the file's icon looks like

- When the download is complete, click the **Close** button.



9. Click **My Genies** to view a different Genie, click **Reports** to generate a report, or click **Log Off** to end your CalTime session.

