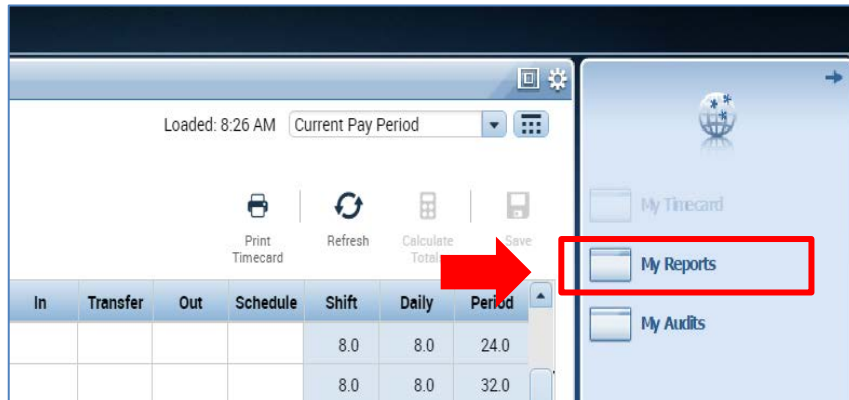


CalTime: For employees, viewing the accrual balance report

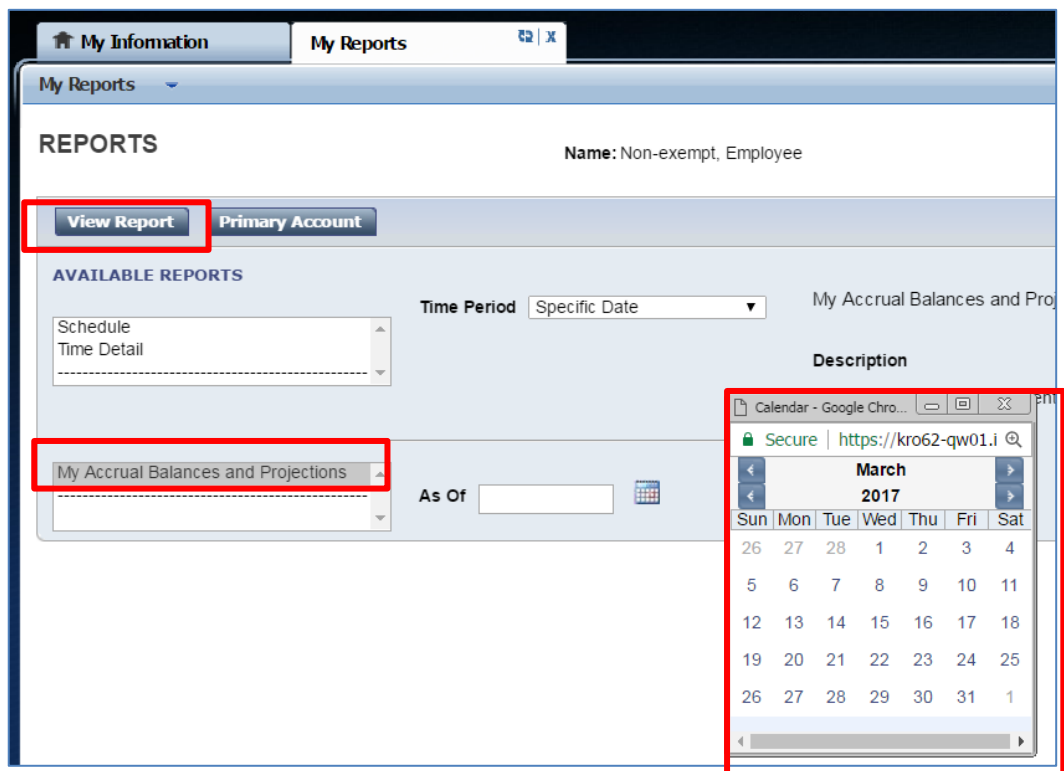
The Accrual Balance Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

Viewing the Accrual Balance Report

1. Click on **My Reports** (located on the right of your timecard in the blue tool bar))



2. Click on **My Accrual Balances and Projections**
3. Select **As Of** by clicking on calendar icon and click on date.
4. Click on **View Report**. A summary will appear on screen of your time detail. A summary of your leave balances will appear.



Viewing the Time Detail Report Continued...

1. The Accrual Balance report will appear. In this example, we have removed names and employee IDs.

Note: CalTime does not calculate projected amounts. Please ignore Projected Takings, Projected Credits, Projected Balance and Balance w/o Proj. Credits

My Information		My Reports		x			
My Reports							
MY ACCRUAL BALANCES AND PROJECTIONS							
Return							
Date Selected: 1/04/2017				Printed: 3/06/2017			
Name: Non-exempt, Employee				ID: 133133133			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Sick Accrual	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Sick Leave	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Accrual	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0