

CalTime: 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).

ACCESS AND PRODUCE ACCRUAL BALANCE REPORT

1. To access Reports from the Manage My Department (Default tab), select the applicable genie (at the top left) by clicking the drop down arrow or insert the name or employee id in the quickfind field.
2. Click on the applicable pay period and the select the hyperfind at the top right.
3. Click on the Go To icon and select Reports
4. Click on **Reports** (located on the right of your timecard in blue tool bar)

Manage My Department

Non-Exempt Pay Period Close

Loaded 4:30PM

Previous Pay Period

FTRAN Non-Exempt Emplo

110 Selected

Previous Pay Period

Go to widget

Timecards

Audits

Exceptions

People Editor

Reports

Rule Analysis

Schedules

Go to workspace

Empl...	Employee Nam...	Home Dep...	Job Home...	Title ...	Empl... Appr...	Spvr ... Multi... Frien...	Spvr ... Single Frien...	HCM Manager	Signe... Off
0129...	Park, Marvin	FTRAN	FTRAN	4329U	n/a			W, Jan	
0129...	Copeland, Bob	FTRAN	FTRAN	5335C	n/a			Park, Marvin	

1. Click on Timecard (a list of reports will appear)

Manage My Department

Reports

Reports

REPORTS

SELECT REPORTS

CHECK REPORT STATUS

Run Report

Refresh

Create Favorite

Save Favorite

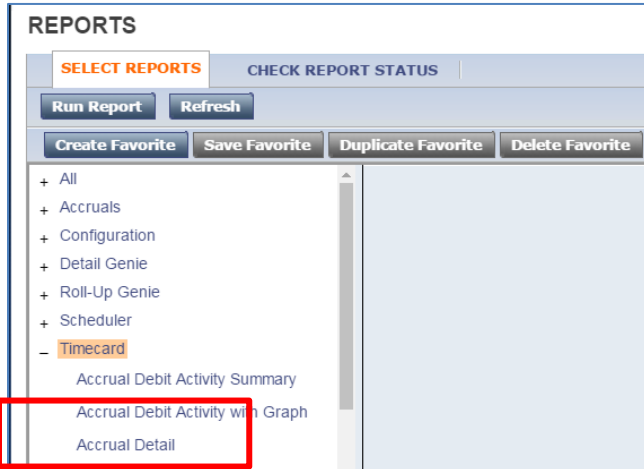
Duplicate Favorite

Delete Favorite

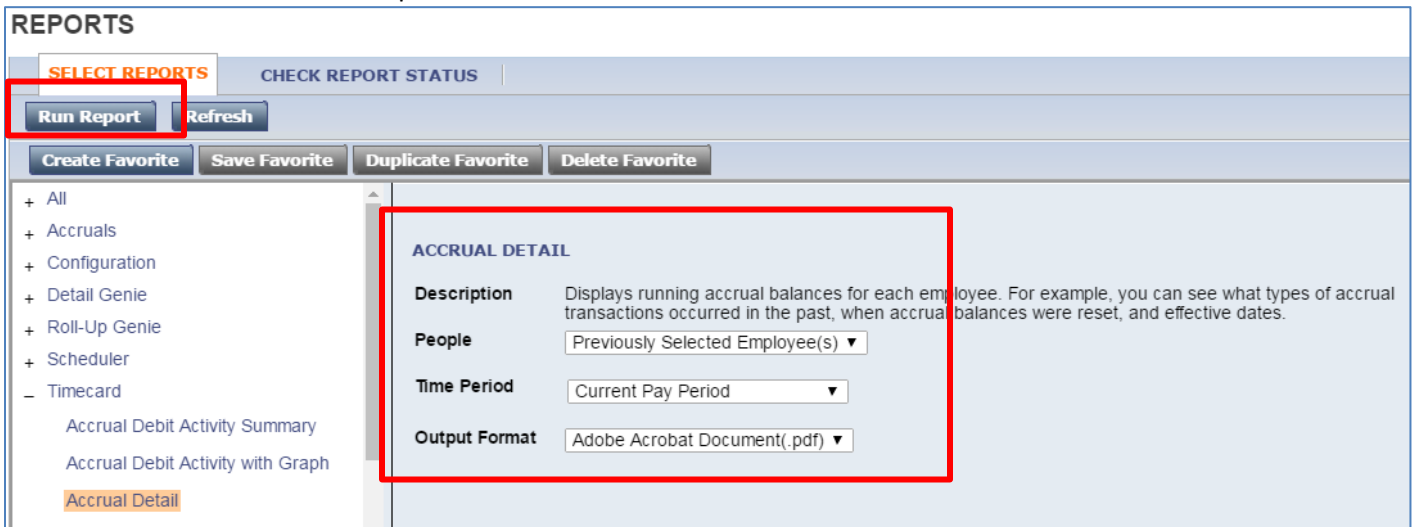
- + All
- + Accruals
- + Configuration
- + Detail Genie
- + Roll-Up Genie
- + Scheduler
- + Timecard
- + Working Time Directiv...

2. Click on Accrual Detail

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3. The People field, has a list of options such as Previously Selected Employees (click drop down for additional options).
4. Select Time Period by clicking on the drop down arrow. You have several options including selecting a range of dates. Click on Run Report.



5. The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report. See example of report below.

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Data Up to Date: 3/15/2017 11:43:48 AM
 Executed on: 3/15/2017 11:43AM GMT-07:00
 Printed for: supervisor

Accrual Detail

Time Period: Current Pay Period
 Query: Previously Selected Employee(s)

Effective Date	Action	Amount	Running Balance	Pay Code	Source	Edit Date	Edited By
Copeland, Bob				ID: 012345678			
Comp Time (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Sick Accrual (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Sick Leave (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Vacation (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Vacation Accrual (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Vacation Lost Accruals (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Vacation Maximum (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
Ahn, Natalie G				ID: 012542676			
Comp Time (Hours)							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00