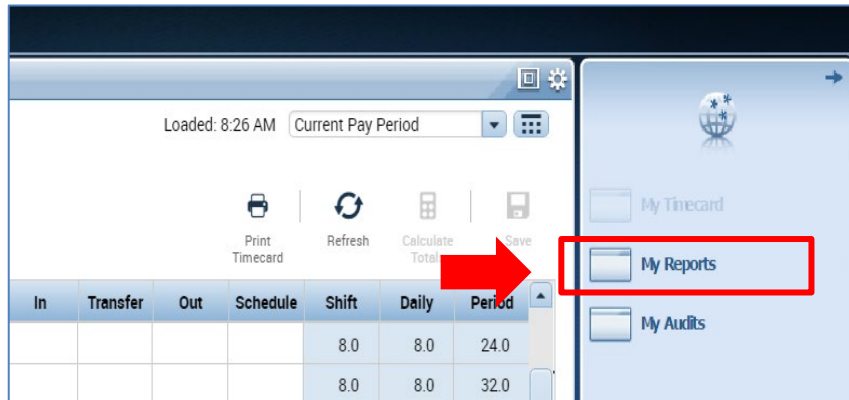


# CalTime: For employees, viewing the accrual balance report

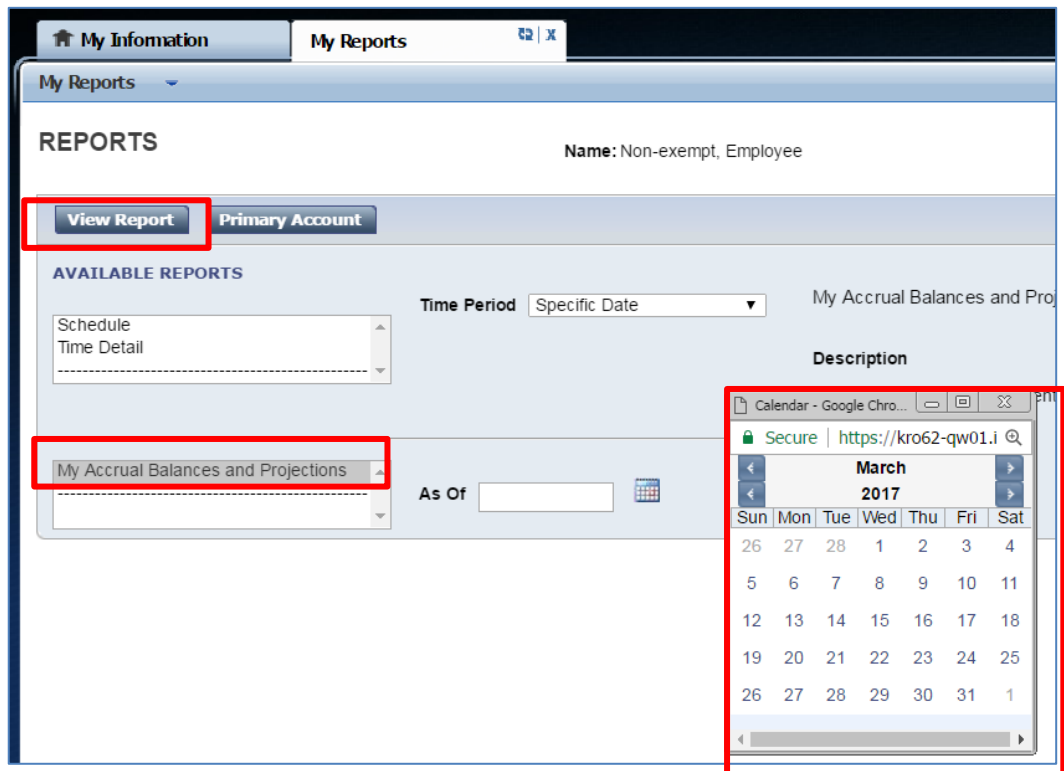
The Accrual Balance Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one biweekly pay period (i.e. the last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