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

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

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

6. 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.