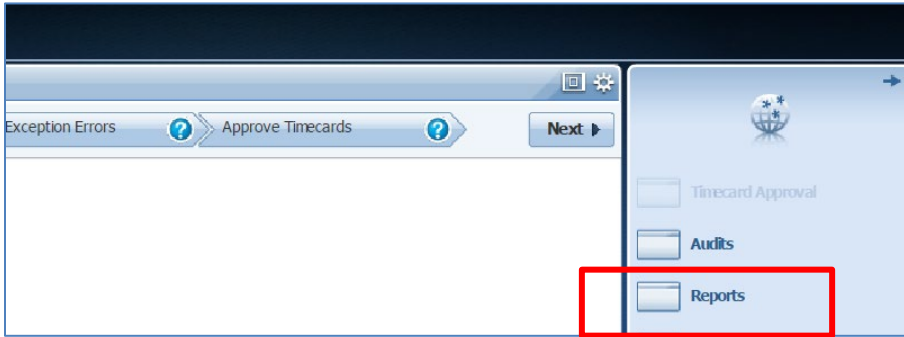


CalTime: Accrual Balance Report

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

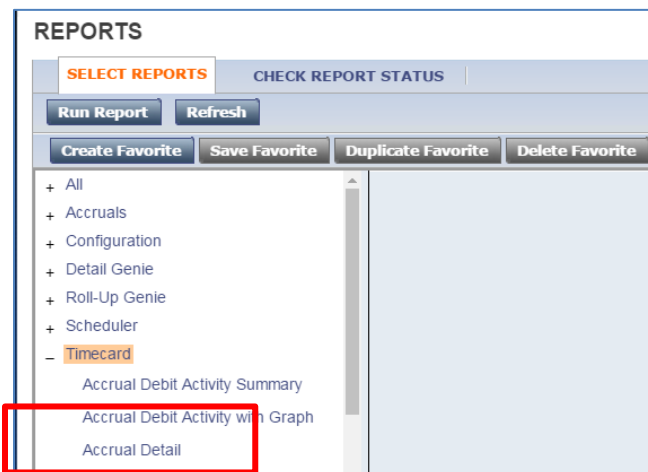
1. Click on **Reports** (located on the right of your timecard in blue tool bar)



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



3. Click on Accrual Detail



CalTime: Accrual Balance Report

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

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
- Accrual Debit Activity Summary
- Accrual Debit Activity with Graph
- Accrual Detail

ACCRUAL DETAIL

Description Displays running accrual balances for each employee. For example, you can see what types of accrual transactions occurred in the past, when accrual balances were reset, and effective dates.

People

Time Period

Output Format

- 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.

Accrual Detail				Data Up to Date: 3/15/2017 11:43:48 AM				
Time Period: Current Pay Period		Executed on: 3/15/2017 11:43AM GMT-07:00		Printed for: supervisor				
Query: Previously Selected Employee(s)								
Accrual Code	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			