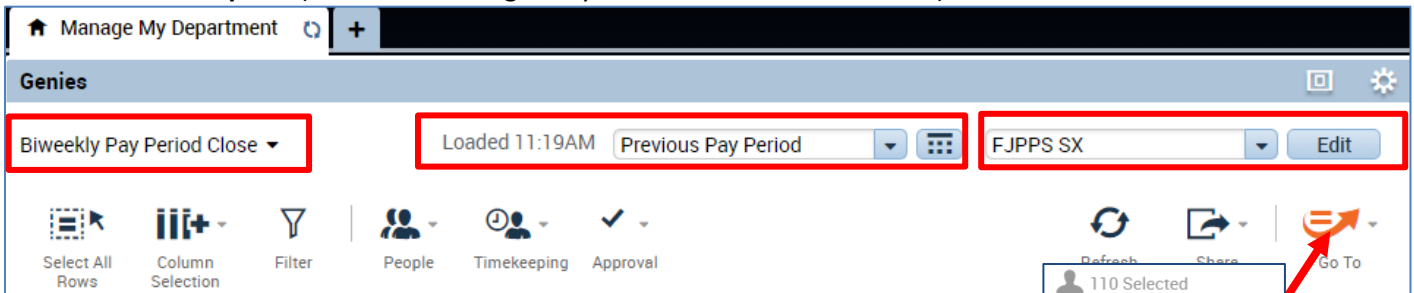


# CalTime: Accrual Balance Report

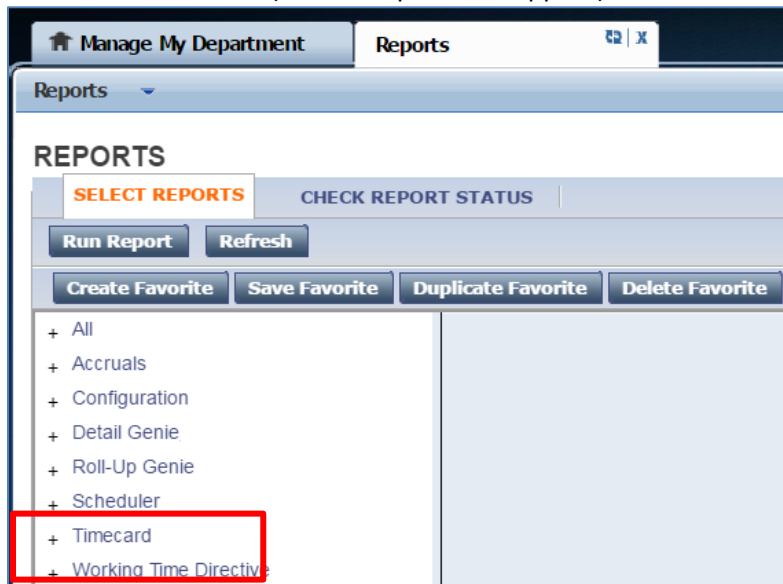
The Accrual Balance Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one biweekly pay period (i.e. the last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



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

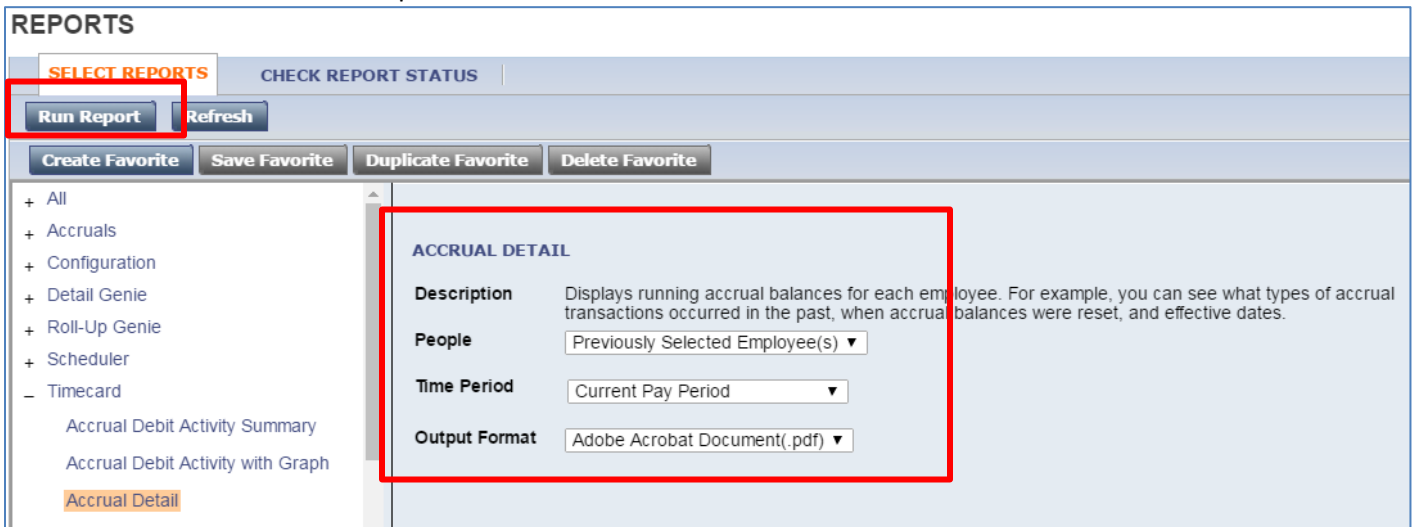


2. Click on Accrual Detail

# CalTime: Accrual Balance Report



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.

# CalTime: Accrual Balance Report

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
<b>Copeland, Bob</b>				ID: 012345678			
<b>Comp Time (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Sick Accrual (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Sick Leave (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Vacation (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Vacation Accrual (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Vacation Lost Accruals (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Vacation Maximum (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00
<b>Ahn, Natalie G</b>				ID: 012542676			
<b>Comp Time (Hours)</b>							
Sat 3/11/2017			Balance Forward				0.00
	Total Debits:	0.00	Total Credits:				0.00