Viewing My Accrual Balances

Job Aid

This job aid covers how to view your current time off accrual balances.

Viewing my Time Off Balances page

1 Click **Show Menu**. ☰
2 Click the **My Information** tab and select **My Time > Time Off > Balances**.

HOUR

SICK		VACATION	
AVAILABLE:		**AVAILABLE:**	
25.10	HOURS	**104.50**	HOURS
Jan 1, 2018 - Jan 1, 2019		Jan 1, 2018 - Jan 1, 2019	
Accrued To	Oct 30, 2018	Accrued To	Jan 1, 2019
Current Accrued	33.10 hrs	Current Accrued	120.00 hrs
Current Balance	25.10 hrs	Current Balance	104.50 hrs
Taken	8.00 hrs	Taken	7.50 hrs
		Scheduled	8.00 hrs
		Pending Approval	8.00 hrs
REQUEST		**REQUEST**	

A	**Accrued To**: The last date that you accrued time.	**E**	**Scheduled**: The total amount of time in future requests that have been approved.
B	**Current Accrued**: The total amount of time that you have accrued during the current accrual year.	**F**	**Pending Approval**: The total amount of time in requests that have not yet been approved.
C	**Current Balance**: The amount of time you currently have available to use.	**G**	**Request**: Click this link to submit a new time off request.
D	**Taken**: The total amount of time you have used in the current accrual year.		