

View Accrual Balances (Employees)

Use the My Accruals Tile

The My Accruals tile shows a snapshot of information on your accrual banks from the Home Page:

- Daily Available Balance— Is the balance as of "today" (date selected) without any future usage included . In other words, it's the exact amount you have in your bank as of this date. This metric *does not include* projected amounts.
- **Grants** Your assigned accrual policies (like vacation or sick) define how and when hours are credited (as a grant) to your accrual bank(s).
- **Pending Grants** Grants expected to occur between the "as-of" date and the end of the calendar year based on your current assigned policies or plan.
- Planned Takings Withdrawals, or takings, from the accrual bank that have already been entered and approved for the future. These could be from previously submitted time-off requests or from timecard entries between "today" and the end of the plan year. They have not occurred yet but are planned usage for the future.
- **Taken to Date** Withdrawals, or takings, from the accrual bank between the first day of the plan calendar year and "today". These would be the total hours that you have already used this year.
- Projected Balance Is the Daily Available balance plus pending grants less planned takings. Note that this balance does not include capping rules for PTO or take into account the maximum vacation carryover, so it may show a higher balance than can be used in this plan year. Here is documentation on <u>Calculating Maximum</u> <u>Carryover of Vacation and Annual PTO Usage Allowances For Union Employees</u> and <u>Calculating Maximum</u> <u>Carryover of Vacation and Annual PTO Usage Allowances For Non-Union Employees</u>.



Note: "Balance as of Today" is the default, however, you can select any date to see the data change to reflect that date (i.e. selecting year end would show your balance if nothing else changed throughout the year).

Use the Accruals Tab on Timecard

1. Click the arrow on the My Timecard Tile to navigate to your timecard.



2. At the bottom of the timecard, select Accruals.

ii film		nament Barrand M Syn-D Syntred Agented	r hanna waya hanna waya		Activati Galfo Activati							tran Vor Instruction	Concernant Taran Tanàn	
	Date	Schedule	Absence		Assignment		0v8	Transfer	Pay Code	Amount	shift	Daily	Period	
+	Wed 11/13													
		Accualts			7566				Retorical Corrections		Audits			

3. Review each column, including the **Daily Available Balance** for the reporting period.

Note that a different period can be selected using the Time Period icon 😇 🔭 at the top of the timecard to see the Accrual detail for that period.

									= :: ×
Accrual Code Name	$\uparrow_1 \sim$	Daily Available Balance	↑ ₆ ~	Taken to Date	$\uparrow_7 \backsim$	Planned Takings	$\uparrow_8 \sim$	Projected Balance	↑ ₁₁ ~ ♥

Use Dataviews

Dataview - An online report or view that allows you to see data for a specific period of time and allows those with access rights to perform actions.

To access the Dataviews Library:

1. Main Menu, select Dataviews & Reports > Dataview Library.



- 2. In the **Dataview Library** there are 2 Accrual Dataviews:
 - UR Accrual Balance

Provides quick view of the Daily Available balance as of "Today" for each accrual bank (ex. Vacation, PTO, Sick, etc.). Note that this balance does not include capping rules for PTO or take into account the maximum vacation carryover, so it may show a higher balance than can be used in this plan year. Here is documentation on <u>Calculating Maximum Carryover of Vacation and Annual PTO Usage</u> <u>Allowances For Union Employees</u> and <u>Calculating Maximum Carryover of Vacation and Annual PTO Usage</u> <u>Usage Allowances For Non-Union</u>.

il.	۵ 🐺	ROCHE	STER	UR Accr	ual Bal	ance					
UR A	Accrual Balance	•									런 👻 Today
	۲ ا	A	29-	0 -	8: -	Q1-	2?-	21-	D -		
Select	All Refine	Zoom	People	Track Time	Accruals	Approval	Attendance	Leave	Create Notice		
~			Accrual	Name		Ŷ	° 7~		Daily Available Ba	alance 🗸	
	UR Vacation									177.00	HR Informatio

• UR Accrual Details

- Provides view of Daily Available balance and Takings during the specified period you select by accrual bank.
- Running this dataview as of 'today' will show:
 - Daily Available Balance Balance as of "today" (date selected) without any future usage included.
 - **Taken To Date** Withdrawals, or takings, from the accrual bank between the first day of the plan calendar year and "today". These would be the total hours that you have already used this year.

- **Planned Takings** are withdrawals, or takings, from the accrual bank that have already been entered and approved for the future. These could be from previously submitted time-off requests or from timecard entries between "today" and the end of the plan year. They have not occurred yet but are planned usage for the future.
- Projected Balance The Daily Available balance plus pending grants less planned takings. Note that this balance does not include capping rules for PTO or take into account the Maximum vacation carryover, so it may show a higher balance than can be used in this plan year. Here is documentation on <u>Calculating Maximum Carryover of Vacation and Annual PTO Usage</u>
 <u>Allowances For Union Employees</u> and <u>Calculating Maximum Carryover of Vacation and Annual PTO Usage</u>
 <u>PTO Usage Allowances For Non-Union Employees</u>.

= (۵ 🐯	ROCHE	STER	UR Accr	ual Det	ails											
UR Accru	al Details 🛪	-														📩 🛩 Today	< >
	8	A	89-	0 -	8 : -	Q1-	2?-	21-	2.								
Select All	Refine	Zoom	People	Track Time	Accruais	Approval	Attendance	Leave	Create Notice								
1	Accr	rual Code	e Name	~	Acc	r <mark>ual</mark> Rep	orting Per	iod 🗸		Available Balance	~	Taken to Date	~	Planned Takings	~	Projected Balance	~

When running a dataview, note the date you are selecting.

F	= 🙆 🐺 ROCHESTER UR Accrual Details										UR Accrual Details		🗣 🛛 م					
UR E		- Zoom	A^Q ▼ People	⊘ ▼ Track Time	Accruals	Approval A	∴? ▼ ittendance		Create Notice			🕇 🔻 Today < >		Anthony E Details	test 🗘	Loaded 1 O Restore	0:31 AM	
~	Accrual C	ode Nam	e ↑ ⊽~	Accru	ial Repor	ting Period	l 🗸	Tak	en to Date	~	Planned Takings 🔍 🗸	Projected Balan	ce 🗸	Daily	Available	Balanv	7-	
	UR Vacation 1/01/2025 - 12/31/2025						16.00	48.00		320.67				177.00				