

# View Accrual Balances (Employees)



## Use the My Accruals Tile

- The My Accruals tile allows employees or managers to review their accrual balances directly on their Home page.
- The My Accruals tile is configured to show accruals for the person currently logged in to the solution. Managers will see their own accrual balance rather than the balance for their employees.

Arrows allow you to switch accrual type

A screenshot of a mobile application tile titled 'My Accruals Vacation PTO'. The tile shows a balance of 10.00 hours for 'UR Vacation'. Below this, there is a table with four rows: 'Current Vested Balance' (10.00), 'Earned to Date' (28.00), 'Pending Grants' (64.00), and 'Taken to Date' (40.00). At the bottom, there is a link for 'Time-Off Request'. The tile has a blue border and a three-dot menu icon in the top right corner. There are also left and right arrows below the main balance display.

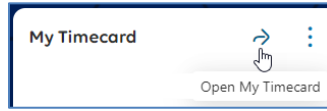
Current Vested Balance	10.00
Earned to Date	28.00
Pending Grants	64.00
Taken to Date	40.00

The tile provides balances for multiple accruals and additional details such as, Available Balance



# Use the Accruals Tab on Timecard

Open **My Timecard** From Tile



- At the bottom of the timecard, select **Accruals**.
- Review each column, including the **Available Balance** for the reporting period.

Accrual Code Name ↑ <sub>1</sub> ↓
UR PTO
UR Sick Supplemental
UR Vacation
UR Vacation Approved C...
UR Vacation Supplemen...

Available Balance ↑ <sub>4</sub> ↓
40.00
0.00
10.00
0.00
0.00

## Use the Dataview Library

To access the Dataview Library:

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



In the Dataview Library there are 3 Accrual reports:

- **Accrual Balance**
- **Accrual Details**
- **Employee Accrual Transactions Details**

Name: Subject: <b>Accrual Balance</b> Employee >	Name: Subject: <b>Accrual Details</b> Employee >	Name: Subject: <b>Employee Accrual Transactions Details</b> Employee >
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# Calculating Max Carryover of Vacation Hours

Per the University Policy:

Vacation is to be taken during the year it is earned and is to be utilized in the amount that mirrors one's normal work schedule for that day (i.e. employee with a 12-hour schedule would use 12 hours of vacation for that day). Concurrent with the University philosophy, such periods of vacation are an important component of work life. At the beginning of the first full pay period each January, a **maximum** of one year's accrual may be carried forward. During the year, vacation accruals will continue to be earned **but** will be reduced to one year's entitlement at the end of the calendar year.

To find out the number of maximum # of carryover hours use the table on the UR HR Policy Page: <https://www.rochester.edu/policies/policy/vacation/>

Find your Schedule of Annual Vacation Entitlement Plan. Use the plan and your Years of University Service to determine your Annual Vacation Accrual (In Days Per Year).

Use the number of days per year and multiply that by your standard hours per day. This will give you your maximum # of carryover hours.

Ex. Annual Vacation Accrual X Standard Hours per day = Max # Carryover

$$17 \text{ Days/yr} \quad \times \quad 8 \text{ hrs/day} \quad = \quad 136 \text{ hrs.}$$

## Calculating Annual PTO

To calculate what your annual bank of PTO will be, multiply your standard weekly hours by 52 (weeks per year). Divide this number by 30 (the number of hours needed to earn one day of PTO).

UR HR Policy Page: <https://www.rochester.edu/policies/policy/pto/>

### **Example**

20 Standard Weekly Hours

20 hours X 52 weeks =  
1,040 hours worked in a year

1,040 hours worked in a year  
divided by 30 =

**34.67 hours of PTO**