



View My Accruals

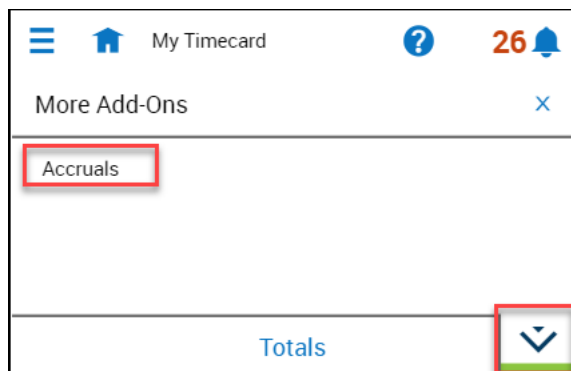
This job aid explains how you can review your accrual balances in the application.

About Accruals

- Accruals are amounts of time (in days or hours) or money that a person has earned, commonly referred to as leave time, paid time off, or benefit time. Accruals include time events such as personal days, vacation, or sick time.
- Each event is assigned an accrual code, and each code has a measurement unit, or type, of days, hours, or money. For example, an employee accrues time in a vacation or sick day category or accrues money for in a bonus or uniforms category.

To view accruals using my timecard:

1. Accrual balances can be accessed at the bottom of your timecard along with your totals.
2. Click the down arrow to open the tabs.
3. Select **Accruals**.



To view accruals using a chart tile:

1. You can also add a Chart Tile to your home page to display accrual balances in a graphical view.
2. Click the **Tile Library** icon.
3. Scroll down to the **My Charts** section.
4. Search for and select the appropriate Accruals chart tile at the bottom of the list.
5. Click **Apply**.

