

Viewing Accruals in eTime

Accrual Balances are updated instantly once the Timecard is saved. Accruals will reveal the balances for your Exception Time. Monthly earned accruals are granted on the 28th of each month. You must have been employed on the 15th of the month in order to be granted a leave accrual for the month per Board of Regents policy found in the Human Resources Administrative Practice Manual. Accruals may be viewed by clicking the My Reports link.

My Information
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In the My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.

REPORTS

Name: TRAINING, PROJECT EE

View Report Primary Account

AVAILABLE REPORTS

<input type="checkbox"/> Schedule	Time Period <input type="text" value="Current Pay Period"/>
<input type="checkbox"/> Time Detail	Start Date <input type="text"/>
	End Date <input type="text"/>

<input type="checkbox"/> Accrual Balances and Projections	As Of <input type="text"/>
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Click Accrual Balances and Projections to highlight it. Use the calendar to select the date you want to see your accruals. Click the View Report button.

REPORTS

Name: TRAINING, PROJECT EE

View Report Primary Account

AVAILABLE REPORTS

<input type="checkbox"/> Schedule	Time Period <input type="text" value="Specific Date"/>
<input type="checkbox"/> Time Detail	Start Date <input type="text"/>
	End Date <input type="text"/>

<input checked="" type="checkbox"/> Accrual Balances and Projections	As Of <input type="text" value="6/05/2009"/>
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Your balances will appear.

ACCRUAL BALANCES AND PROJECTIONS

[Return](#)

Date Selected: 6/05/2009	Printed: 6/05/2009
Name: TRAINING, PROJECT EE	ID: ADPTRN3

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Sick	Hour	40:00	6/09/2009	8:00	0:00	32:00	32:00
Vacation	Hour	40:00	6/05/2009	0:00	0:00	40:00	40:00

1. Balances will be reflected based on the date you entered when generating the report.
2. The column labeled “Period Ending Balance” reveals the balance of your accrual as of the date selected in step 1.
3. The column labeled “Furthest Projected Taking Date” reveals the date furthest into the future that you have scheduled to use accrued time.
4. The column labeled “Projected Takings” reveals the amount of hours that you are scheduled to take between the selected date and the furthest projected taking date.
5. The column labeled “Projected Credits” reveals the amount of hours that you are scheduled to earn between the selected date and the furthest projected taking date.
6. The column labeled “Projected Balance” reveals the current balance minus all projected takings and plus all projected credits up through the furthest projected taking date.
7. The column labeled “Balance w/o Proj. Credits” reveals the period ending balance minus any scheduled credits. This balance ignores scheduled resets.

Click the Return button to return to the My Reports.