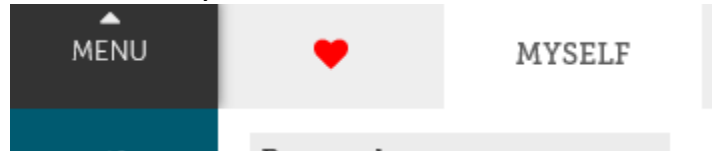



# HOW TO FIND ACCRUAL BALANCES

## 1<sup>st</sup> Way to Find Accruals

Go to Core System of UltiPro. Go to **Menu**, select **Myself** tab. Under the heading **Benefits**, select **PTO Plans**.



### Benefits

- Benefits Summary
- Manage My Benefits
- Beneficiaries/Dependents
- Investments
- PTO Plans 
- COBRA
- Health Care Eligibility
- 1095-C
- Links

The following page will open with your length of service, types of accrual plans, and balance information.

## PTO Plans

Length of service as of

### Plan

- Vac Reg FT
- Sick Full Time
- HolidayDeferral

# HOW TO FIND ACCRUAL BALANCES



Earned	Processed	Available	Last
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**EARNED:** Reflects combined total of previous balance and accruals for the year.

**PROCESSED:** Reflects what was taken for the year.

**AVAILABLE:** Reflects current balance that you have earned through date. This does not consider any time taken off for the current pay period.

**LAST:** Reflects the Amount of your last accrual.

Remember we now accrue at the beginning of the pay period. When payroll is confirmed, the next pay period's accruals flow into the time system for employees to use.