2nd Way to Find Accruals
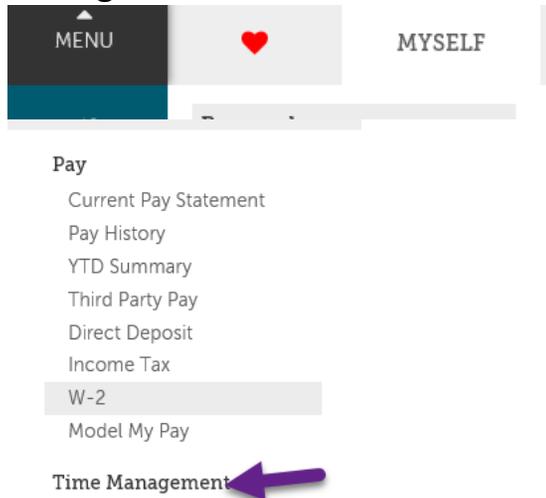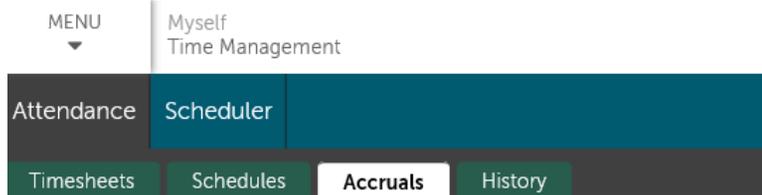
Go to the Time Management system of UltiPro. Go to **Menu,** select **Myself** tab. Under the heading **Pay**, select **Time Management**.

On the **Attendance** tab, select the **Accruals** tab. This tab will reflect accrued banks and unaccrued banks.

Examples of Unaccrued banks is Military, Injury, Admin, and Wellness.

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes

⊞	[20]VAC	11/22/2018			
⊞	[22]SICK	11/27/2018			
⊞	[23]HOTA	11/28/2018			
⊞	[24]CMPT	12/07/2017	+	189.25	189.25	Import(Reset: 184)
⊞	[26]ADMN	12/07/2017			

To see more details on a leave bank, click on the plus sign under **Pay Code**. This will expand the bank's detail.

Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
11/06/2018	VACTN	T	0.00	194.75	8.00	0.00	0.00	186.75	Usage

Post Type Definitions
T= Taken
A= Adjustment
+ = Reset when the accruals are reset for each pay period.

Earned Accruals do not show up on this page, so look at the **Used** column to see taken and **Available** column to see what your current balance is. If you use the Scheduler for time off requests, future dates will show up as posting in the future.   The accrual information resets each pay period since Accruals live in the Core system.

Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
08/30/2018	HOLDY	T	0.00	26.50	3.00	0.00	0.00	23.50	Usage
08/30/2018	HOLDY	+	26.50	26.50	0.00	-26.50	0.00	26.50	Import(Reset: 26.5000000)
08/16/2018	HOLDY	+	26.50	26.50	0.00	-26.50	0.00	26.50	Import(Reset: 26.5000000)