

HOW TO FIND ACCRUAL BALANCES

3rd Way to Find Accruals

Go to your Pay Statement. Go to **Menu**, select **Myself** tab. Under the heading **Pay**, select **Current Pay Statement**.

The screenshot shows a user interface with a navigation menu. The 'MENU' tab is selected, and the 'MYSELF' tab is active. Under the 'Pay' heading, 'Current Pay Statement' is highlighted with a purple arrow. Below this, a table titled 'Paid Time Off' is shown. The table has columns for 'Plan', 'Taken', 'Current', and 'Balance'. A yellow arrow points to the 'Paid Time Off' header, a red arrow points to the 'Taken' column, a green arrow points to the 'Current' column, and a purple arrow points to the 'Balance' column. The data row shows 'Holiday Pay' with values 27.0000, 0.0000, and 15.5000.

Paid Time Off	Taken	Current	Balance
Plan			
Holiday Pay	27.0000	0.0000	15.5000

Look to the bottom left hand side of your pay statement below Taxes. **Paid Time Off** accrued leave banks will be reflected here.

The different colored arrows are described below.

PLAN: Reflects type of Accrued bank – Vacation, Comp, Sick, or Holiday

TAKEN: Reflects the amount of **time taken for the year to date**.

CURRENT: Reflects the amount accrued for that pay period.

BALANCE: Reflects the amount available to use as of that pay statement.