3rd Way to Find Accruals

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

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.