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.

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.

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.
Your balances will appear.

### ACCRUAL BALANCES AND PROJECTIONS

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Accrual Type</th>
<th>Period Ending Balance</th>
<th>Furthest Projected Taking Date</th>
<th>Projected Takings</th>
<th>Projected Credits</th>
<th>Projected Balance</th>
<th>Balance w/o Prol. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Hour</td>
<td>40:00</td>
<td>6/05/2009</td>
<td>8:00</td>
<td>0:00</td>
<td>32:00</td>
<td>32:00</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hour</td>
<td>40:00</td>
<td>6/05/2009</td>
<td>0:00</td>
<td>0:00</td>
<td>40:00</td>
<td>40:00</td>
</tr>
</tbody>
</table>

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 us 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.

Holidays in eTime

The holidays for your institution will be posted to your time card by eTime. You will not be able to edit the holiday time. New policy has been applied to which any time worked on a holiday will be paid along with the holiday pay. For example: if your institution works 8 hour days and has scheduled July 4th as your holiday. You have to work 3 hours on July 4th for some reason. You will be paid the 8 hours holiday and the 3 hours worked. You will not be allowed to move the holiday to another day.

Other Reports Available in eTime

Other Reports available to you on the My Reports page is the Schedule Report and the Time Detail Report.

The Schedule Report will show your schedule that you are set to work.

The Time Detail Report reveals the time cards for the Time Period you select.