



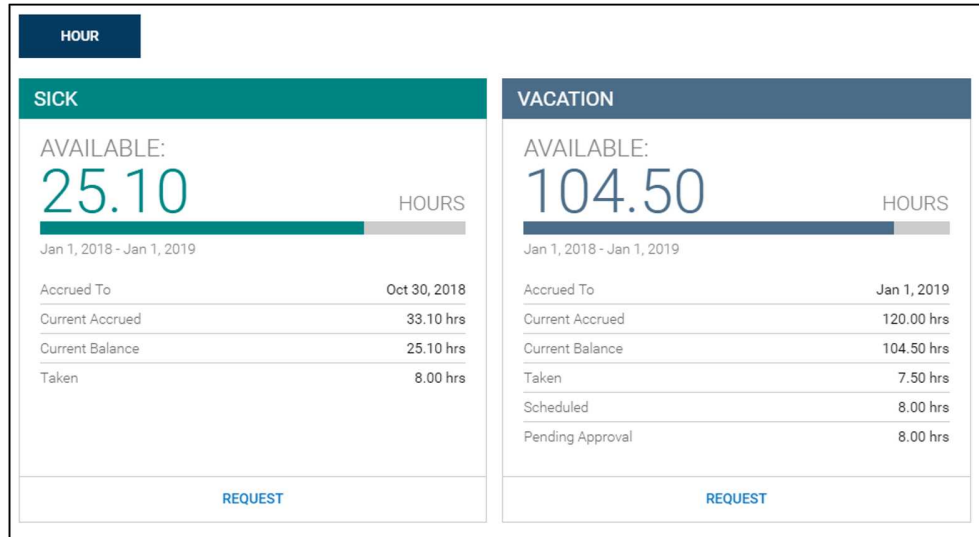
View My Accrual Balances

This job aid covers how to view and interpret your current time off accrual balances.

Navigate the Time Off Balances page

Navigation: **My Info > My Time > Time Off > Balances**

A balance for each time off type displays.



See the chart below for descriptions of helpful information in the report.

Field Name	Description
Accrued To	The last date that you accrued time.
Current Accrued	The total amount of time you have accrued during the current accrual year.
Current Balance	The amount of time you currently have available to use.
Taken	The total amount of time you have used in the current accrual year.
Scheduled	The total amount of time in future requests that have been approved.
Pending Approval	The total amount of time in requests that have not yet been approved.
Request	Click this link to submit a new time off request.

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