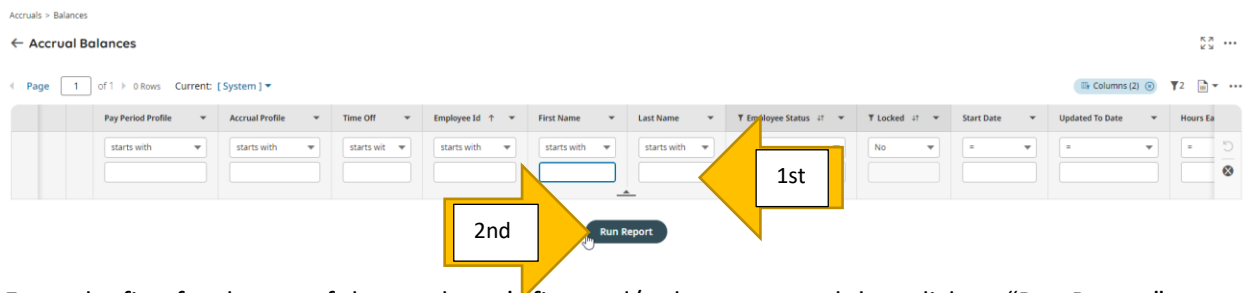


From your dashboard, select My Employees button and then Employee Accrual Balances.



Enter the first few letters of the employee's first and/or last name and then click on "Run Report" button.

← Accrual Balances

Page 1 of 1 | 1 - 4 of 4 Rows | Current: [ System ]

	Pay Period Profile	Accrual Profile	Time Off	Employee Id	Y First Name	Y Last Name	Y Employee Status	Y Locked	Start Date	Updated To Date
<input type="checkbox"/>	starts with	starts with	starts with	starts with			Terminated	No		
<input checked="" type="checkbox"/>	WEEKLY	11 Month ESP	Sick Leave	0000008600			Active	No	08/14/2000	02/01/2024
<input type="checkbox"/>	WEEKLY	11 Month ESP	Comp Time	0000008600			Active	No	08/14/2000	01/26/2024
<input type="checkbox"/>	WEEKLY	11 Month ESP	Sick Transfer	0000008600			Active	No	08/14/2000	

Select the type of leave you want to look at (in this case, I chose Sick Leave by using the checkmark) and then clicked on “View History”.

Accruals

← Accruals History

Employee: [Redacted]  
Time Off: Sick Leave

Page 1 of 8 | 1 - 15 of 113 Rows | Current: Escambia

Added	Transactio...	Range	Hours Imp...	Hours Auth...	Hours Taken	Updated To...	Comment	Created By	Created By ...
01/08/2024 08:19a	Time Entry	01/05/2024	-	-	8:00				
01/03/2024 03:20a	Automatic Accruals Execution	01/01/2024 - 02/01/2024	-	-	-	02/01/2024			
01/02/2024 10:08a	Initial Import Adjustment	01/01/2024	8:00	8:00	-	01/01/2024			
01/01/2024 12:57a	Automatic Accruals Execution	01/01/2024 - 02/01/2024	-	-	-	02/01/2024			
12/01/2023 12:09a	Automatic Accruals Execution	12/01/2023 - 01/01/2024	-	-	-	01/01/2024			
11/30/2023 02:21p	Initial Import Adjustment	12/01/2023	8:00	8:00	-	12/01/2023			
11/28/2023 09:50a	Time Entry	12/04/2023	-	-	8:00				
11/01/2023 12:12a	Automatic Accruals Execution	11/01/2023 - 12/01/2023	-	-	-	12/01/2023			
10/31/2023 01:50p	Initial Import Adjustment	11/01/2023	8:00	8:00	-	11/01/2023			
10/19/2023 11:41a	Time Entry	10/17/2023	-	-	3:45				

This is a comprehensive history for that accrual type. You can filter by “Time Entry” to see everything that is associated to a Time Off Request.

Accruals

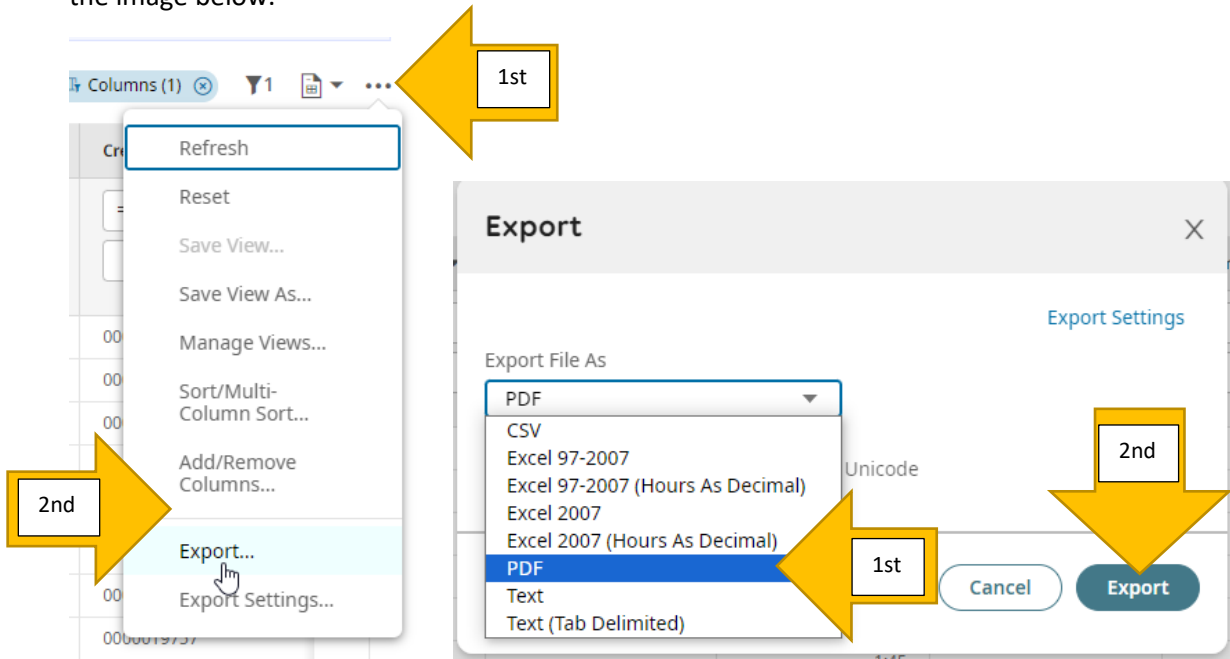
← Accruals History

Employee: [Redacted]  
Time Off: Sick Leave

Page 1 of 1 | 1 - 48 of 48 Rows | Current: Escambia

Added	Y Transactio...	Range	Hours Impor...	Hours Autho...	Hours Taken	Updated To ...	Comment	Created By	Created By E...
	Time Entry								
01/08/2024 08:19a	Time Entry	01/05/2024	-	-	8:00				
11/28/2023 09:50a	Time Entry	12/04/2023	-	-	8:00				
10/19/2023 11:41a	Time Entry	10/17/2023	-	-	3:45				
09/17/2023 11:10a	Time Entry	09/15/2023	-	-	8:00				
08/07/2023 10:51a	Time Entry	08/03/2023	-	-	4:45				
07/31/2023 07:48a	Time Entry	07/27/2023	-	-	1:45				
05/08/2023 08:32a	Time Entry	05/04/2023	-	-	0:45				
04/24/2023 12:49p	Time Entry	04/24/2023	-	-	2:15				

From here, you can export the information out if you need a hardcopy by clicking on the three horizontal dots to the right of the blue bubble/funnel icon/page icon (see below). I selected .pdf to get the image below.



ESCAMBIA COUNTY SCHOOL BOARD, FL (616 75 N PACE BLVD Pensacola, FL 32505-7965 United States		Accruals History Report Escambia				Employee: [REDACTED]	Time Off: Sick Leave	
Added	Transaction Type	Range	Hours Imported	Hours Authorized	Hours Taken	Updated To Date	Comment	Created By
01/08/2024 08:19a	Time Entry	01/05/2024	-	-	8:00			
11/28/2023 09:50a	Time Entry	12/04/2023	-	-	8:00			
10/19/2023 11:41a	Time Entry	10/17/2023	-	-	3:45			
09/17/2023 11:10a	Time Entry	09/15/2023	-	-	8:00			
08/07/2023 10:51a	Time Entry	08/03/2023	-	-	4:45			
07/31/2023 07:48a	Time Entry	07/27/2023	-	-	1:45			
05/08/2023 08:32a	Time Entry	05/04/2023	-	-	0:45			
04/24/2023 12:49p	Time Entry	04/24/2023	-	-	2:15			
04/10/2023 06:45a	Time Entry	04/12/2023	-	-	8:00			
04/10/2023 06:45a	Time Entry	04/11/2023	-	-	8:00			
04/10/2023 06:45a	Time Entry	04/10/2023	-	-	8:00			
04/04/2023 02:01p	Time Entry	04/06/2023	-	-	8:00			
03/31/2023 10:41a	Time Entry	03/27/2023	-	-	8:00			
03/24/2023 04:43p	Time Entry	04/07/2023	-	-	8:00			
03/20/2023 06:23p	Time Entry	03/20/2023	-	-	1:45			
03/08/2023 06:10p	Time Entry	03/24/2023	-	-	8:00			
02/15/2023 12:22p	Time Entry	02/20/2023	-	-	8:00			
02/10/2023 01:07p	Time Entry	02/09/2023	-	-	8:00			
01/31/2023 10:33a	Time Entry	02/01/2023	-	-	2:00			
11/17/2022 06:54p	Time Entry	11/16/2022	-	-	8:00			
11/17/2022 06:54p	Time Entry	11/15/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/08/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/07/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/06/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/05/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/20/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/19/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/16/2022	-	-	8:00			
11/15/2022 09:38a	Time Entry	12/15/2022	-	-	8:00			

**Note: If an employee has any questions regarding their leave usage, they should contact a Leave Specialist in the Payroll Department.**