

“How to see my Accruals history” instructions

Issue: Employee wants to view information related to their accruals (how much was given, how much was used, when it was used, etc.)

Ways to see this information:

- 1) Timeclock – this will give you a SUMMARY of your Leave information. DETAILED information is available through the website. Screenshots below.

The screenshot shows the UKG Timeclock interface. At the top, the UKG logo is on the left, and the date and time 'Wed Oct-04-23 8:52 AM' are on the right. Below this are eight main menu items, each with an icon: 'Punch In/Out', 'Review Punches', 'View Hours', 'View Leave Balances', 'Extra Duty', 'Time Off Request', 'Submit Timesheet', and 'Internet Down? Use this'. A yellow arrow points to the 'View Leave Balances' icon with the text 'Select "View Leave Balances"'. Below the menu items is a 'Swipe Badge' button. The bottom portion of the image shows a VNC Viewer window titled 'View Leave Balances'. It has a text input field labeled 'Enter Badge ID' with the placeholder text 'Use badge or enter badge ID'. A green arrow points to this field with the text 'Swipe your badge'. Below the input field is a numeric keypad with buttons for digits 1-9, 0, a Backspace key (labeled 'X'), a Clear key (labeled 'XXX'), and an Enter key.

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View Leave Balances - Chandler TEST EMPLOYEE Bing
Accrual Balances

▶ Annual Leave	34:36 Hours	08/01/2023
▶ Comp Time	28:23 Hours	07/08/2023
▶ Sick Leave	-88:00 Hours	08/01/2023
▶ Sick Transfer	0:00 Hours	

View Leave Balances - Chandler TEST EMPLOYEE Bing
Accrual Balances

▽ Annual Leave 34:36 Hours 08/01/2023

Accrued	34:36 Hours
Taken	0:00 Hours
Current Balance	34:36 Hours
Scheduled	0:00 Hours
Pending Approval	0:00 Hours

▶ Comp Time 28:23 Hours 07/08/2023

▶ Sick Leave -88:00 Hours 08/01/2023

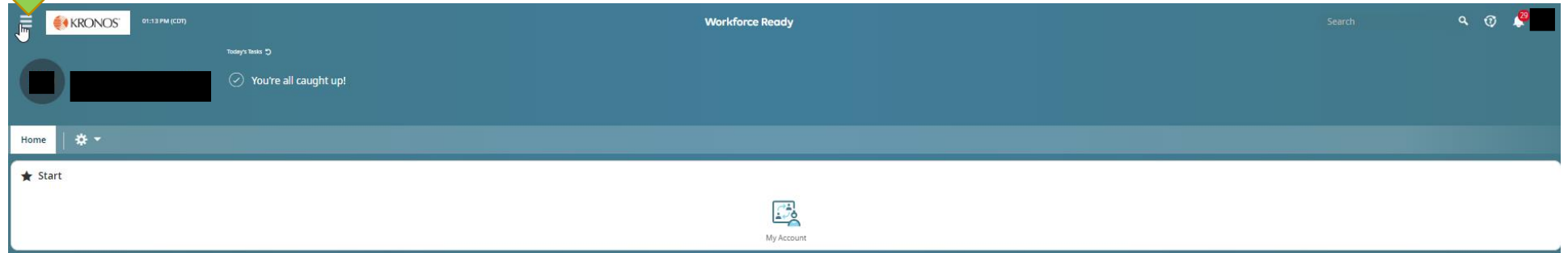
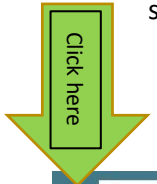
Available Accrual Balances are displayed

1st: Touch here

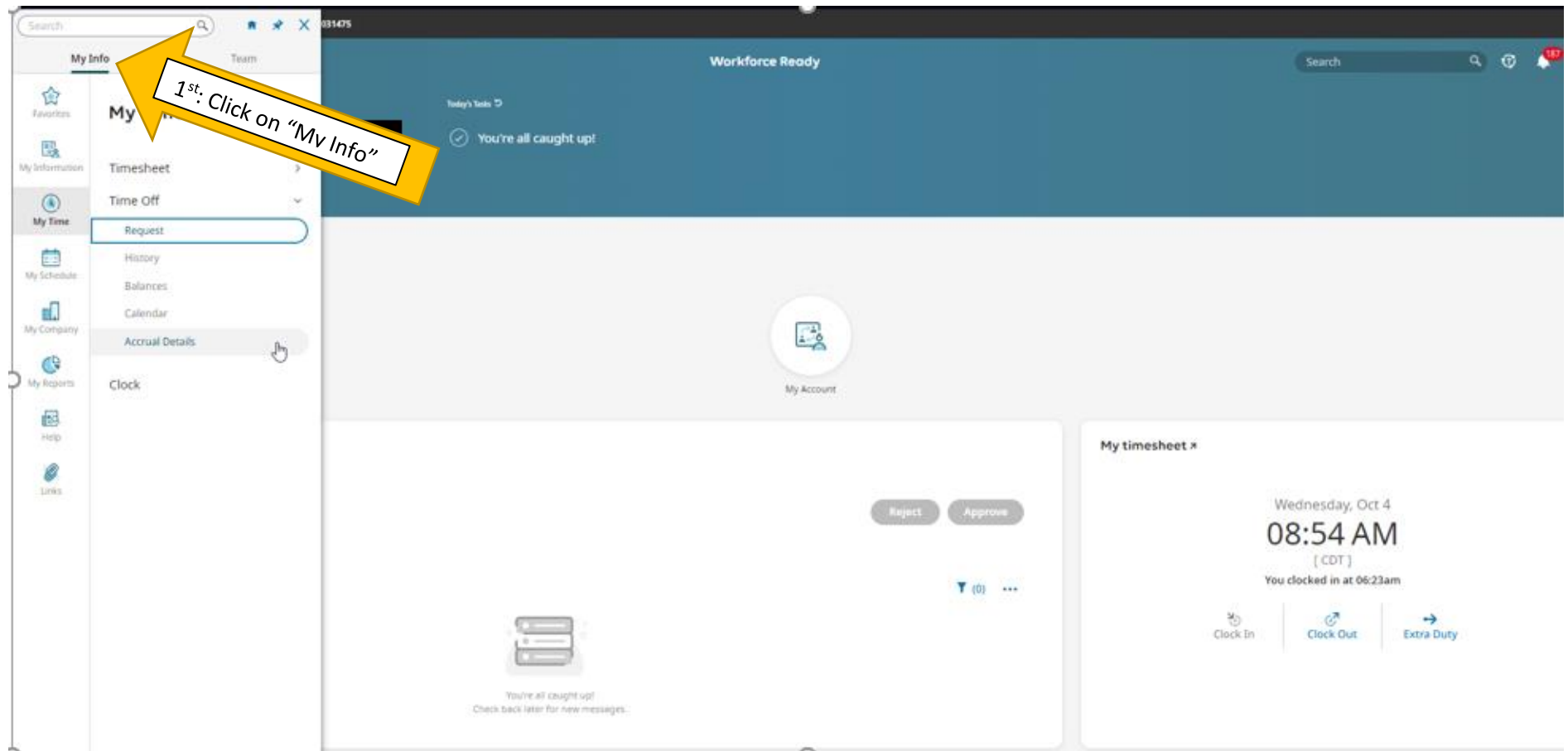
Where to view how much has been accrued; taken; scheduled; or pending approval.

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- 2) Website (accessed through the District homepage) – DETAILED information may be found by following the instructions below. **Note: your home screen may have additional icons in the Start menu – the steps will be the same.



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The screenshot shows a user interface with a search bar at the top and a navigation menu on the left. The main content area displays a 'My Time' menu with options: Request, History, Balances, Calendar, Accrual Details, and Clock. Three yellow callout boxes with arrows provide instructions:

- 2nd: Click to expand the menu** - Points to the 'My Time' menu item in the left sidebar.
- 3rd: Click to expand the menu** - Points to the right-pointing chevron icon next to the 'My Time' menu item.
- 4th: Select this option** - Points to the 'Accrual Details' option in the expanded menu.

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What you will now see – the system defaults to a time period of “Last Month to Date”.

The screenshot shows the 'Accrual Details' page with a table of accrual data. The table has columns for 'Added', 'Time Off', 'Transaction Type', 'Range', 'Hours Authorized', 'Hours Taken', 'Updated to Date', 'Comment', and 'Created By'. The 'Date Added' column is set to 'Last Month To Date'. A yellow arrow points to the 'Filters' panel on the left, which is open to the 'Column' tab. A green arrow points to the 'Date Added' dropdown in the top right corner, which is set to 'Last Month To Date'. A yellow arrow points to the 'Date Added' dropdown in the 'Filters' panel, which is set to 'Last Month To Date'. A yellow arrow points to the 'Date Added' dropdown menu, which is open and shows options: 'Date Range', 'Calendar Range', 'Date Range', 'Pay Period', and 'Expression'. A yellow arrow points to the 'Date Range' option in the menu. A yellow arrow points to the 'Date Range' dropdown in the 'Filters' panel, which is set to 'Date Range'. A yellow arrow points to the 'From' date field in the 'Filters' panel, which is set to '07/01/2020'. A yellow arrow points to the 'To' date field in the 'Filters' panel, which is set to '06/30/2021'. A green arrow points to the 'Apply' button at the bottom of the 'Filters' panel.

1st: Click here to change the dates to view different time

2nd: After clicking, this box will open

3rd: To view a year at a time (max number of days to view at a time is 365days), select “Date Range”

4th: Change the dates

5th: Click “Apply”

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What information you may see (depending on a number of factors such as date parameters, what leave types you are eligible for, if there has been any activity, etc.):

Added: the date the entry occurred

Time Off: types of leave (you may not have all of the accrual “buckets” as it is dependent on your assignment and whether you are a 10-/11-/12-month employee). The types of leave you MAY see include:

- Annual Leave
- Sick Leave (with any of the sub options such as Personal/Family Care/Illness, etc.)
- Sick Transfer
- Comp Time

Transaction Type:

- Automatic Accruals Execution: system-generated accrual grant
- Carry Over Rule: yearly accounting of rolling forward available accruals – this number is the “starting” number for the new year
- Carry Over Rule Prev Year Adjustment: yearly account of rolling forward available accruals – this number is the “ending” number for the prior year
- Initial Import Adjustment: manual adjustment of hours done via data file
- Manual Accruals Execution: during conversion from Skyward, manual load by vendor
- Manual Information Modification: review of accruals resulting in the increase or decrease of available time
- Time Entry: approved time off (via time off request by the employee) or that was entered on a timesheet to be used in lieu of working
- Time Entry (Deleted): time that was removed from a timesheet which did not deduct hours from the accrual balance
- Time Entry (Modified): time that was altered from the original request or entry

Range: the period of time that the entry would cover (for a deduction or modification, it would be a single date) while an automatic grant would cover the month specified

Hours Authorized: generally, a positive number that would INCREASE your available leave but could be negative if you participated in Sick Buy Out, Donated Sick Leave which would REDUCE your available leave or as part of the Carry Over process which would NOT IMPACT your available leave

Hours Taken: generally, a positive number that would DECREASE your available leave but could be negative if your requested leave was *modified* or *deleted* which would INCREASE your available leave

Updated To Date: usually only associated to automatic or manual modification which is for clerical purposes

Comment: any additional information that was added as part of the entry

Created By: most of the time, this will show “System Administrator” but can also show the Supervisor’s name for approved time off or adjustments made by a Timekeeper or Payroll Leave Specialist.