

# CalTime Training The Accrual Balances Report (HTML)

## About the Accrual Balances Report – Comp Time, Sick and Vacation Balances

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

*Note: The report is titled “My Accrual Balance and Projections”. However, CalTime does not provide projections. The “Projected credits” columns will always be a 0 value.*

### Viewing the Accrual Balance and Projections Report

1. Log in to CalTime. (See the job aid “Log in into CalTime” for login steps.)
2. CalTime opens to the TIMECARD view. Click on “Home” in the upper right hand corner to get to the home screen.

3. From the home screen, click on “My Reports”

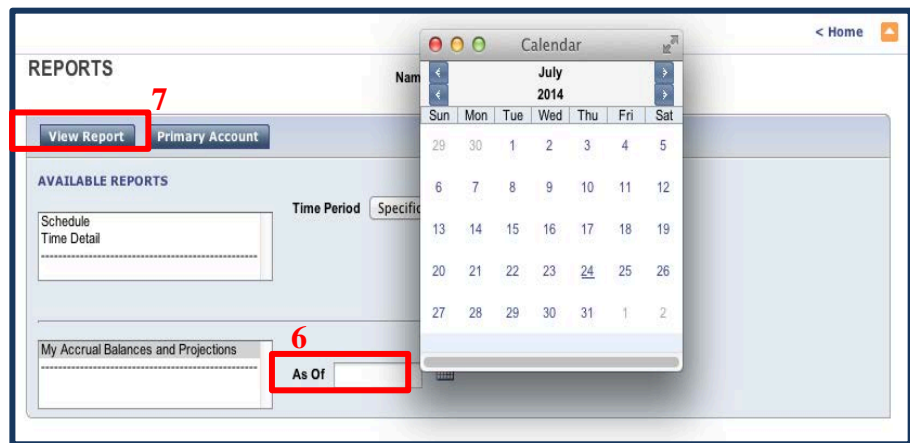
4. Select “My Accrual Balances and Projections”
5. Click the calendar icon to open the calendar.

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## Viewing the Accrual Balance and Projections Report

- From the calendar, select the “As Of” date for the report.

- Then click on the “View Report” button.



- CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.

- The “Period Ending Balance” column will show the ending balance as of the date selected.

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time	Hour	11.75	7/13/2015	0.0	0.0	11.75	11.75
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	201.32	7/13/2015	0.0	0.0	201.32	201.32
Vacation	Hour	75.19	7/13/2015	0.0	0.0	75.19	75.19
Vacation Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	240.0	7/13/2015	0.0	0.0	240.0	240.0

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# CalTime clock icon The Accrual Balances Report (HTML)

## Viewing the Accrual Balance and Projections Report

### 10. To Print the report:

Press **Ctrl-P** (Windows) or **Command-P** (Mac), and click the **Print** button. To

### 11. Save the report:

#### For Window Users

Press **Ctrl-A** to select it.

Press **Ctrl-C** to copy it.

**Open up Word or Excel.**

**Press Ctrl-V**

Follow Word or Excel's procedures to save a file.

#### For Mac Users

Press **Command-A** to select it.

Press **Command-C** to copy it.

**Open up Word or Excel.**

**Press Command-V** to paste it.

Follow Word or Excel's procedures to save a file.

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time	Hour	11.75	7/13/2015	0.0	0.0	11.75	11.75
Sick Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Sick Leave	Hour	201.32	7/13/2015	0.0	0.0	201.32	201.32
Vacation	Hour	75.19	7/13/2015	0.0	0.0	75.19	75.19
Vacation Accrual	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	7/13/2015	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	240.0	7/13/2015	0.0	0.0	240.0	240.0

### Report Accrual Code Definitions

**Comp Time:** If you have elected to accrue compensatory time your balance will appear here

**Sick Accrual:** The amount of sick leave accrued in the last quadra-weekly period (two biweekly pay periods)

**Sick Leave:** Your current sick leave balance as of the date you selected.

**Vacation Accrual:** The amount of vacation accrued in the last quadra-weekly period (two biweekly pay periods)

**Vacation Balance:** The current vacation balances as of the date you selected.

**Vacation Lost Accruals:** The amount of vacation lost because the vacation maximum has been reached

**Vacation Maximum:** The maximum number of vacation hours that can be acquired