Caltime 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

- Log in to CalTime. (See the job aid "Log in into CalTime" for login steps.)
- 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"

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CalTime	Log Off Change Password Help
My Information	
→ My Timecard	
→ My Reports	

- 4. Select "My Accrual Balances and Projections"
- 5. Click the calendar icon to open the calendar.

REPORTS	Name: Cross001, Katie
View Report Primary Account	
AVAILABLE REPORTS Schedule Time Detail	Time Period Specific Date +
My Accrual Balances and Projections	4 As of 5

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- 6. From the calendar, select the "As Of" date for the report.
- 7. Then click on the "View Report" button.

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- 8. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.
- 9. 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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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