

Go to your *Current Pay Period* timecard and select the last day in the pay period. Select the Accruals tab. Make note of your **Accrual Ending Balance** at the bottom of the screen. See example.

Totals		Accruals	Historical Corrections	Audits				
Accrual Code	Accrual Reporting Peri...	Accrual Opening Balan...	Accrual Earned to Date	Accrual Pending Grants	Accrual Taken to Date	Accrual Available Bala...	Accrual Planned Takings	Accrual Ending Balance
Annual	Sun 1/10 - Sun 1/...	336.0	162.0	24.0	54.5	443.5	0.0	467.5
Bone Marrow	Sun 1/10 - Sun 1/...	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Servi...	Sun 1/10 - Sun 1/...	0.0	16.0	0.0	0.0	16.0	0.0	16.0

Then go back to the top of the timecard, click on the calendar (looks like a calculator) next to the Current Pay Period, select the date of **1/10/22**. Select Apply.

Loaded: 3:55 PM Current Pay Period

Select Dates

Start Date: 1/10/2022

End Date: 1/10/2022

Cancel Apply

Out	Transfer
5:00PM	
5:00PM	

The Accruals tab will show the balances as of 1/10/22. Subtract the **Accrual Opening Balance** as of 1/10/22 from the **Accrual Ending Balance** reflected on your *Current Pay Period's* timecard.

Totals		Accruals	Historical Corrections	Audits			
Accrual Code	Accrual Reporting Peri...	Accrual Opening Balan...	Accrual Earned to Date	Accrual Pending Grants	Accrual Taken to Date	Accrual Available Bala...	Accrual Planned Takings
Annual	Mon 1/10 - Mon ...	384.0	8.0	160.0	0.0	392.0	0.0
Bone Marrow	Mon 1/10 - Mon ...	0.0	0.0	0.0	0.0	0.0	0.0

The difference is the leave lost hours ($467.50 - 384.00 = 83.50$). The Accrual Available Balance includes the annual leave accrual for the 12/25-1/9 pay period.