Understanding the Accruals Tab on MyTime

**Accrual Reporting Period** - column shows the begin and end date of the leave accrual periods

- Classified employees – 1/10-1/9
- Wage/Student – 5/1-4/30 (1500 Hour Accrual – this may or may not be what is budgeted for the position)
- Admin Faculty – 6/25-6/24 for Annual leave and non-VSDP Sick leave, all else are 1/10-1/9

**Accrual Opening Balance** - column shows the opening balance as of the beginning date of the accrual reporting period

**Accrual Earned to Date** – column shows the accrual amount you have earned to date

- Accrual is earned on the 1st day of the pay period for working the previous pay period
- The amount you earn per pay period is determined by years of service (includes pervious state service from other agencies)

| Years of Service | Pay Period Accrual Rate | Maximum Carryover | Maximum Payment |
|------------------|-------------------------|-------------------|----------------|-----------------|
| under 5 years    | 4 hours                 | 192 hours (24 days) | 192 hours (24 days) |
| 5-9 years        | 5 hours                 | 240 hours (30 days) | 240 hours (30 days) |
| 10-14 years      | 6 hours                 | 288 hours (36 days) | 288 hours (36 days) |
| 15-19 years      | 7 hours                 | 336 hours (42 days) | 288 hours (36 days) |
| 20-24 years      | 8 hours                 | 384 hours (48 days) | 336 hours (42 days) |
| 25 years or more | 9 hours                 | 432 hours (54 days) | 336 hours (42 days) |
To tell how much you are earning per pay period, you can select a range of dates that begin with the last day of the previous pay period and the first day of the current pay period.

As of the 9th

<table>
<thead>
<tr>
<th>Accrual Earned to Date</th>
<th>Accrual Earned to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.0</td>
<td>104.0</td>
</tr>
</tbody>
</table>

Difference between the 9th and 10th is 8 hours – employee earns 8 hours per pay period based on 20-24 years of service.

**Accrual Pending Grants** – column shows the amount of earnings that are still to be applied by the end date of the accrual reporting period

**Accrual Taken to Date** - column shows the amount of takings to date

**Accrual Available Balance** - column shows the current leave balance as of the date depending on where your cursor is in the My Timecard

**Accrual Planned Takings** – column shows the amount of approved takings in the future pay periods

**Accrual Ending Balance** - column reflects the leave balance will be in the future, at the end of the accrual reporting period, if no further leave is taken.

How to see balance in the future as of specific date:

*From My Timecard* – choose a specific date in the future of when you want to see your balance is as of that date
From My Calendar – if you are in the My Calendar and want to request time off but need to know your balance as of a specific date – see Accruals on...a specific date

Reporting – your supervisor (or Payroll) can run an accrual detail report for you that will show the details of the Accruals tab. The report will show your pay period earnings, the dates/amounts of your takings and the balance in your accrual. The supervisor can schedule the report to run and be delivered to them or to the employee monthly, weekly, etc. If you are a manager, you are able to run this report for yourself

From: MyTimeProd@umw.kronos.net [mailto:MyTimeProd@umw.kronos.net]
Sent: Monday, July 01, 2019 3:46 PM
To: Vickie Chapman (vchapman) <vchapman@umw.edu>
Subject: Accrual Detail
MyTime Minute – previous posts concerning accruals

Using MyTime's Accruals Tab

Calculating Estimated Annual Leave Loss on Classified Employee Timecard