

Understanding the Accruals Tab on MyTime

Totals									
Accruals									
Historical Corrections									
Audits									
Accrual Code	Accrual Reporting Period	Accrual Opening Balance	Accrual Earned to Date	Accrual Pending Grants	Accrual Taken to Date	Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance	
Annual	Thu 1/10 - Thu 1/09	384.0	96.0	96.0	32.0	448.0	0.0	544.0	

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 previous state service from other agencies)

<i>Years of Service</i>	<i>Pay Period Accrual Rate</i>	<i>Maximum Carryover</i>	<i>Maximum Payment</i>
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

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As of the 9th

As of the 10th

Accrual Earned to Date	Accrual Earned to Date
96.0	104.0

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

7/30/2019, Selected Date  

Accrual Available Balance
464.0

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



Accruals on:

Accrual	Balance
Annual	464.0 Hour

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

Annual (Hours)							
Wed 6/22/2016		Balance Forward	69.50				
Sat 6/25/2016	Earned	4.00	73.50				
Sun 7/10/2016	Earned	4.00	77.50				
Mon 7/25/2016	Earned	4.00	81.50				
Wed 8/10/2016	Earned	4.00	85.50				
Fri 8/19/2016	Taken	-8.00	77.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Sat 8/20/2016	Taken	0.00	77.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Sun 8/21/2016	Taken	0.00	77.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Mon 8/22/2016	Taken	-8.00	69.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Tue 8/23/2016	Taken	-8.00	61.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Wed 8/24/2016	Taken	-8.00	53.50	Annual Time	Schedule Editor	Mon 4/25/2016	alily2
Thu 8/25/2016	Earned	4.00	57.50				
Sat 9/10/2016	Earned	4.00	61.50				
Sun 9/25/2016	Earned	4.00	65.50				
Fri 9/30/2016	Taken	-6.00	59.50	Annual Time	Timecard Editor	Tue 9/27/2016	alily2
Mon 10/10/2016	Earned	4.00	63.50				
Tue 10/11/2016	Taken	-3.50	60.00	Annual Time	Schedule Editor	Thu 6/23/2016	alily2
Tue 10/25/2016	Earned	4.00	64.00				
Mon 11/7/2016	Taken	-7.00	57.00	Annual Time	Timecard Editor	Fri 11/11/2016	cpollaci
Thu 11/10/2016	Earned	4.00	61.00				
Fri 11/25/2016	Earned	4.00	65.00				
Sat 12/10/2016	Earned	4.00	69.00				
Sun 12/25/2016	Earned	4.00	73.00				
Tue 1/10/2017	Earned	4.00	77.00				
Total Debits:		48.50	Total Credits:	56.00			

[MyTime Minute](#) – previous posts concerning accruals

[Using MyTime's Accruals Tab](#)

[Calculating Estimated Annual Leave Loss on Classified Employee Timecard](#)