ESTIMATED LEAVE LOSS VIEW ON EMPLOYEE TIMECARD

1. Go your timecard, make note of your Ending Balances at the bottom of the screen. See example.

2. 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 1/10/16.

3. The new Available Balances for 1/10/16 will show at the bottom of the timecard.

4. The difference is the leave lost, plus one accrual. This Example employee earns 6 hours of annual per pay. The estimated leave loss is 144.0 hours (432-294+6=144).