

ESTIMATED LEAVE LOSS VIEW ON EMPLOYEE TIMECARD

1. Go to your timecard, select the Accruals tab at the bottom of the timecard. Make note of your Ending Balances. See example.

Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance
414.0	8.0	420.0
0.0	0.0	0.0

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 1/10/17, select Apply.

Current Pay Period
▼
☰

Select Dates

Start Date: ☰

End Date: ☰

Cancel
Apply

3. The new Accrual Available Balances for 1/10/17 will show at the bottom of the timecard.

Accrual Available Balance	Accrual Planned Takings
343.0	0.0
0.0	0.0

4. The difference is the leave lost, plus one accrual. This Example employee earns 7 hours of annual per pay. The estimated leave loss is 84.00 hours (420-343+7=84).