

Estimated Leave Loss Calculation for Classified Employees

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.

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	Tue 1/10 - Tue 1/09	384.0	152.0	40.0	61.0	475.0	2.0	513.0

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 **1/10/24**.

Loaded: 9:06 AM Current Pay Period

Select Dates

Start Date: 1/10/2024

End Date: 1/10/2024

Cancel Apply

The Accruals tab will show the balances as of 1/10/24. Subtract the **Accrual Opening Balance** as of 1/10/24 from the **Accrual Ending Balance** reflected on your *Current Pay Period's* timecard.

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	Wed 1/10 - Thu 1/09	384.0	8.0	144.0	0.0	392.0	0.0	536.0

The difference, for this example, $513 - 384 = 129$, is the amount of annual leave hours that will be lost if not taken by 1/9/24. The Accrual Available Balance includes the annual leave accrual for the 12/25-1/9 pay period.