

Accrual Balances Report – Report of Comp Time, Sick and Vacation Balances

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

Viewing the Accrual Balance Report

NOTE:

The report is titled “My Accrual Balance and Projections”. Please note that CalTime does not provide projections.

Viewing the Accrual Balance and Projections Report	
<p>1. Go to the home screen shown in step 2. Depending on where you are within the CalTime application, you can click on “Home” to get to the home screen.</p>	
<p>2. From the home screen, click on “My Reports”</p>	
<p>3. Select “My Accrual Balances and Projections”</p>	

Viewing the Accrual Balance and Projections Report

4. Enter the **As Of** date for your report by clicking on the calendar icon.

5. CalTime will present a calendar. From the calendar, select the **As Of** date.

6. Then click on the “View Report” button.

6. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.

MY ACCRUAL BALANCES AND PROJECTIONS

[Return](#)

Date Selected: 7/09/2014 Printed: 7/10/2014
 Name: Cross001, Katie ID: 009905001

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
CTO Bank Payout	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
CTO Bank Period 1	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
CTO Bank Period 2	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
Sick Leave	Hour	40:00	7/09/2014	0:00	0:00	40:00	40:00
Vacation	Hour	80:00	7/09/2014	0:00	0:00	80:00	80:00
Vacation Maximum	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00

7. The “Period Ending Balance” column will show you the ending balance as of the date you selected.