View My Accrual Balances

Time Off Balances

The Time Off Balances page shows detailed information about an employee's accrued time off balances.

Time Off Balances Fields

Access the Time Off Balances page from the My Info tab of the menu. The Time Off Balances page is also accessible from the My Accruals Balances widget on the dashboard.

Menu> My Info> My Time> Time Off> Balances>

There are several fields of data within each time off type tile on the Time Off Balances page.

Field Name and Description:

Current Accrued: The total amount of time accrued during the current accrual year.

Current Balance: The amount of time remaining from the total accrued amount.

> **Note** Depending on company configuration, this balance may not represent the balance an employee has available to use. If the **Available Balance** field is visible, that balance represents the balance available to request and may be the same or different from the **Current Balance.**

Taken: The total amount of time off taken in the current accrual year.

Scheduled: The total amount of time in future requests that have been approved.

Requested or Pending Approval: The total amount of time in requests that have yet to be approved.