

Understanding Accruals for Union Employees

In 1600Grand Employment/MyJob/Employment Details/Leave Details

Based on the date that you are looking in the system (today's date),


The *Available Beginning Balance* is the amount that was moved over from the year before.

Earned as of (date) is the leave you have earned so far this calendar year

Taken as of (date) is the leave you have taken so far this year according to Banner, and will be accurate to the last pay period

Available Balance as of (date) is the leave you have available to use this year according to Banner, and will be accurate to the last pay period

Available Beginning Balance PLUS Earned as of (date) MINUS Taken as of (date) = Available Balance as of (date)



Leave Balances					
Select the link under the Type of Leave column to access detailed information.					
List of Leave Types					
TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Jan 09, 2017	Taken as of Jan 09, 2017	Available Balance as of Jan 09, 2017
Floating Paid Holiday	Hours		.00	.00	.00

Figure 1: Leave Balances on 1600grand

In the TimeClock

Based on the date in the *Select forecast date*, on the TimeClock.

Accrued is the amount of hours available

Accrual Forecast is not used

Used is the leave you have taken

Used Forecast is only seen in the TimeClock and is time entered by a TimeApprover/Manager during a This Period that leave has been taken.

Remaining is the hours remaining. It may include hours that are in TimeClock but are not in Banner yet. **There could be a difference between the two numbers (fewer hours in TimeClock than 1600grand), until the Payroll is completed (every two weeks).**

The screenshot shows the 'Accruals' tab in the TimeClock system. At the top, there are three tabs: 'Hours', 'View Schedule', and 'Accruals'. Below the tabs, there is a 'Select forecast date' field with the date '3/29/2017' and a calendar icon, followed by an 'Update' button. Below this, it says 'Showing 3 records of 3'. The table below has the following data:

Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Floating Holiday		0.0000	0.0000	0.0000	0.0000	0.0000
Sick		20.0000	0.0000	0.0000	0.0000	20.0000
Vacation		10.0000	0.0000	0.0000	0.0000	10.0000

Figure 2: Accruals Displayed on TimeClock

Employees will be able to see their accruals on the TimeClock under the *Self Service* tab.