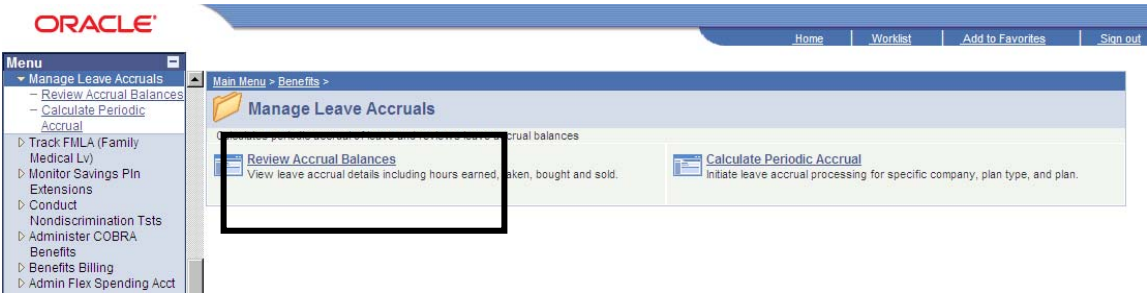


Leave Accruals

1.

2. **Benefits → Manage Leave Accruals → Review Accrual Balances**



3. Enter search criteria and click **Search**

Review Accrual Balances
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: [begins with] []
 Benefit Record Number: [=] []
 Name: [begins with] []
 Last Name: [begins with] []
 Business Unit: [begins with] []
 Department SetID: [begins with] []
 Department: [begins with] []
 Organizational Relationship: [=] []
 Alternate Character Name: [begins with] []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

4. **Leave Accrual Balances**

John Smith Employee ID: 10999999 Benefit Rcd Nbr: 0

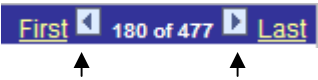
Leave Accruals Find | View 100 First 1 of 477 Last

Company: UMS Commonwealth of Massachusetts Benefit Program: A10 SEIU Professional
 Plan Type: Sick
 Accrual Date: 12/20/2008

Accrual Balances - Hours		Service Data	
Carried over from previous year:	707.049410	Service Date:	07/30/1990
Earned Year-to-Date:	105.001650	Service Hours:	13,980.000
Taken Year-to-Date:	45.000	Unprocessed Data	
Adjusted Year-to-Date:		Hours Taken:	
Bought Year-to-Date:		Hours Adjusted:	
Sold Year-to-Date:		Hours Bought:	
Accrual Totals		Hours Sold:	
Hours Balance:	767.051060	Service Hours:	
Hours Value:	31,787.93		

Return to Search **Notify**

Note that there are 477 rows for this individual

5.
 - The page is set up as it was in 76. All sick rows, then all vacation rows, then all personal rows.
 - The accrual dates are in descending order, the most recent at the top.
 - The upper right corner will tell you how many rows of data there are.
 - Click “View 100” to view 100 records at a time
 - Click the arrows  to navigate between records

6. You can use the ‘Find’ functionality to get closer to an accrual date or leave. However, you do have to type the data *exactly* as it appear on the page, for example 02/16/2008 not 2/16/08 or Vac not vac.

7. Click the ‘Find’ in the upper right corner

8. Enter the search criteria. For this example ‘Vacation’ and click OK

9. You are brought to the first row where the word Vacation appears

The screenshot shows the 'Leave Accruals' application interface. At the top, there are navigation buttons: 'Find | View 100', 'First', '180 of 477', and 'Last'. Below this, the search criteria are displayed: 'Company: UMS Commonwealth of Massachusetts', 'Benefit Program: A10 SEIU Professional', and 'Plan Type: Vacation' (which is circled in red). The 'Accrual Date' is '12/20/2008'. The main content area is divided into three sections: 'Accrual Balances - Hours', 'Service Data', and 'Unprocessed Data'. The 'Accrual Balances - Hours' section contains the following data:

Carried over from previous year:	393.730480
Earned Year-to-Date:	165.001200
Taken Year-to-Date:	191.250
Adjusted Year-to-Date:	
Bought Year-to-Date:	
Sold Year-to-Date:	

The 'Service Data' section contains:

Service Date:	07/30/1990
Service Hours:	13,980.000

The 'Unprocessed Data' section is currently empty. At the bottom of the application, there are two buttons: 'Return to Search' and 'Notify'.

10. If you need to search further, click 'Find' again and enter another search. For example, you want to see Accrual date February 16, 2008

The screenshot shows an 'Explorer User Prompt' dialog box. It has a title bar with a close button (X). The dialog contains a 'Script Prompt:' label and an 'Enter search string:' label. Below the labels is a text input field containing '02/16/2008'. To the right of the input field are two buttons: 'OK' and 'Cancel'.

11. You are brought to the first row that has an accrual date of 02/16/2008

The screenshot shows the 'Leave Accruals' application interface. At the top, there are navigation buttons: 'Find | View 100', 'First', '202 of 477', and 'Last'. Below this, the search criteria are displayed: 'Company: UMS Commonwealth of Massachusetts', 'Benefit Program: A10 SEIU Professional', and 'Plan Type: Vacation'. The 'Accrual Date' is '02/16/2008' (which is circled in red). The main content area is divided into three sections: 'Accrual Balances - Hours', 'Service Data', and 'Unprocessed Data'. The 'Accrual Balances - Hours' section contains the following data:

Carried over from previous year:	393.730480
Earned Year-to-Date:	25.384800
Taken Year-to-Date:	2.250
Adjusted Year-to-Date:	
Bought Year-to-Date:	
Sold Year-to-Date:	

The 'Service Data' section contains:

Service Date:	07/30/1990
Service Hours:	12,330.000

The 'Unprocessed Data' section contains:

Hours Taken:	3.000
Hours Adjusted:	
Hours Bought:	
Hours Sold:	
Service Hours:	75.000

At the bottom of the application, there are two buttons: 'Return to Search' and 'Notify'.

End of Procedure.

