Leave Accruals

1. Benefits → Manage Leave Accruals → Review Accrual Balances

2. Enter search criteria and click Search

3. 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 appears 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.

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.

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

End of Procedure.