

Accrual Balances - View

Time Off Balances

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

Balance information includes the total accrued for the accrual period, the remaining balance, and the total taken, requested, and scheduled. Employees are also able to jump to the Request Time Off page from the Time Off Balances page.

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	Description
Accrual Period Start	Beginning of the Accrual Period. It starts on September 1 of each year
Accrual Period End	End of the Accrual Period. It ends on August 31st of each year. For Vacation Balances: will be transferred to the Vacation Carryover and MUST be used by December 31st of the previous Accrual Period
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. THIS IS THE AVAILABLE 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	The total amount of time in requests that have yet to be approved.
Projected Balance	The total amount of time calculated to the end of the Accrual Period (August 31st)
Projected Carryover	The total amount of time calculated to the end of the Accrual Period (August 31st). For Vacation Balance, on September 1st, displays actual vacation carryover balance from previous Vacation Accrual Period. Employees MUST USE and REQUEST from this Vacation Carryover Balance PRIOR to the new Accrual Period by December 31st. If they do not, UKG Ready will delete the Vacation Carryover automatically on January 1st.