



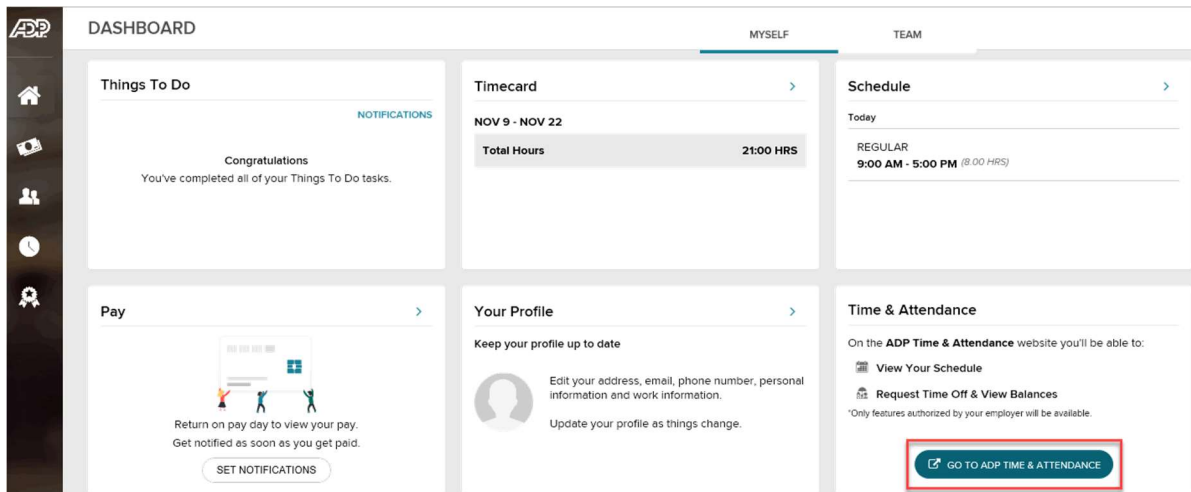
Employee Guide – Viewing Your Accrual Balances in ADP Time and Attendance

Objectives:

- Understand how to view remaining Paid Time Off balance.
- Can only see accrual balances if they are contained in ADP Time & Attendance, if your company uses the payroll platform for accruals, you can view them on your pay stub.

In Employee Access:

1. From the Dashboard page in MyAccess, select **Go to ADP Time & Attendance**.



In ADP Time & Attendance:

2. From the Time & Attendance Common Tasks page a Summary of your accrual appears in the **My Time Off** section.

My Time Off

REQUEST TIME OFF

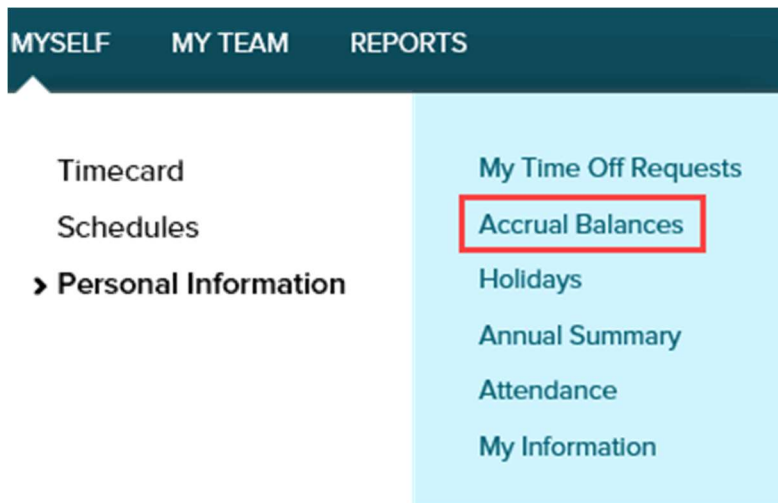
| TIME OFF POLICY | BALANCE | REQUESTS PENDING | REQUESTS SCHEDULED |
|-----------------|---------|------------------|--------------------|
| Paid Time Off | 32.00 H | 0.00 H | 0.00 H |
| Vacation | 39.62 H | 0.00 H | 0.00 H |

* Balance/Request Amount: D (Days); H (Hours)
* The balances include future requests.



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- To view a more detailed breakdown of your accrual balance navigate to [Myself > Personal Information > Accrual Balances](#).



- Click the [hyperlink](#) for the description you are wishing to review.

The screenshot shows the 'Accrual Balances' page with a table of benefits. The table has three columns: DESCRIPTION, ACCRUAL TYPE, and BALANCE. The 'Paid Time Off' row is highlighted with a red box.

| DESCRIPTION | ACCRUAL TYPE | BALANCE |
|---------------|--------------|---------|
| Paid Time Off | Hours | 32.00 |
| Vacation | Hours | 39.62 |

- Click the [number](#) in the Total Hours Balance row.

The screenshot shows the 'Accrual Balances' page with a detailed breakdown of the Total Hours Balance. The table has three columns: TRANSACTION TYPE, YEAR TO DATE, and ALL. The 'Total Hours Balance' row is highlighted with a red box.

| TRANSACTION TYPE | YEAR TO DATE | ALL |
|----------------------|--------------|-------|
| Adjusted | 40.00 | 40.00 |
| Used | -8.00 | -8.00 |
| Total Hours Balance: | | 32.00 |