

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**.

Æ?	DASHBOARD		MYSELF	TEAM
*	Things To Do NOTIFICATION Congratulations You've completed all of your Things To Do tasks.	Timecard NOV 9 - NOV 22 Total Hours	> 21:00 HRS	Schedule > Today REGULAR 9:00 AM - 5:00 PM (8:00 HRS)
A	Pay	Your Profile Keep your profile up to date Edit your address, email, information and work info Update your profile as th	> phone number, personal rmation. ings change.	Time & Attendance On the ADP Time & Attendance website you'll be able to: View Your Schedule Request Time Off & View Balances Unity features autorated by your employer will be available. Control of the Control of

In ADP Time & Attendance:

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

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		



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3. To view a more detailed breakdown of your accrual balance navigate to Myself > Personal Information > Accrual Balances.

MYSELF MY TEAM REPO	ORTS
Timecard Schedules	My Time Off Requests Accrual Balances
> Personal Information	Holidays
	Annual Summary Attendance
	My Information

4. Click the hyperlink for the description you are wishing to review.

Accrual Balances 🛛					
Benefits					
DESCRIPTION	ACCRUAL TYPE	BALANCE			
Paid Time Off	Hours	32.00			
Vacation	Hours	39.62			

5. Click the number in the Total Hours Balance row.

Accrual Balances 🛛				
You are here: Benefits > My Accruals - Detail				
My Accruals - Detail				
My Accruals - Detail Paid Time Off(Hours)	Last Carry Over Date:	Last Award Date:		
TRANSACTION TYPE			YEAR TO DATE	ALL
Adjusted			40.00	40.00
Used			-8.00	-8.00
Total Hours Balance:				32.00