



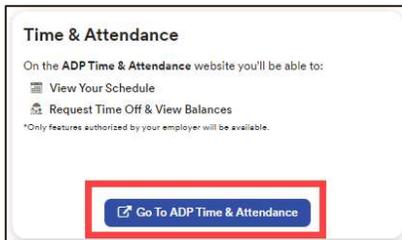
Employee Guide – Viewing Your Accrual Balances in ADP Time and Attendance

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.

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.

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





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- 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

- 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 Purge Date:	12/12/2020 08:00:13 AM	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