

Review Accrual Balances

As well as the leave reports in Enterprise Reporting, Review Accrual Balances is an additional feature that can be used to access information on an employee's leave balances. The Review Accrual Balance screen updates once every pay period cycle. After payroll closes for a pay period, the system will apply accruals, as well as outstanding leave used entries and adjustments. The updated information typically appears on the Monday following a payroll close.

Use this instruction guide to

- ✓ Review an employee's accrued leave balances

Security Roles

You will need the following security role to perform the actions described in this guide:

UF_TL_DEPT_PROCESSOR and UF_TL_DEPT_APPROVER

Navigation

1. Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
2. Navigate to **Benefits > Manage Leave Accruals > Review Accrual Balances**
3. Search for the employee by entering data in any of the search fields (i.e., last name)
4. If there is more than one employee record, you may be prompted to select the appropriate record a. (**Empl Rcd Nbr**)

Review Accrual Balances 2

Xena Exempt Employee ID 41830000 Benefit Record Number 0

Leave Accruals Find | View 100 First 1 of 305 Last

Company UFL University of Florida 1 Benefit Program B12 12mo FAC TEAMS BenPrg

Plan Type 50 Sick

Accrual Date 10/09/2014

Accrual Balances - Hours		Service Data	
Carried over from previous year	47.600000	Service Date	01/03/2011
Earned Year-to-Date	84.000000	Service Hours	7,872.000
Taken Year-to-Date	71.000		
Adjusted Year-to-Date			
Bought Year-to-Date			
Sold Year-to-Date			

Accrual Totals		Unprocessed Data	
Hours Balance	60.600000	Hours Taken	
Hours Value	1,884.24	Hours Adjusted	
		Hours Bought	
		Hours Sold	
		Service Hours	

3 4 5

Return to Search Previous in List Next in List Notify

Figure 1

- ▶ The information is grouped by leave plan type that is available to the employee such as sick, vacation, USPS Personal Holiday, Faculty/TEAMS Personal Leave Days, Special Compensatory Leave, Regular Compensatory Leave, Overtime Compensatory Leave and/or Sick Leave Pool

Figure 1 shows

- ▶ #1 = Reflects the leave plan type and specific accrual date (pay period end date)
- ▶ #2 = Number of leave records for employee. Use navigation arrows to view one page at a time, View 100/View All to view all records on one continuous page. Use **Find** to enter text string to find most recent record for specific leave plan (see Fig 2 below), as follows:

Text String Leave Plan Type

Sic Sick
 Vac Vacation
 Hol USPS Personal Holiday
 Per TEAMS/Faculty Personal Leave Days OT
 Overtime Comp Leave
 Spec Special Comp Leave
 Reg Regular Comp Leave
 SLP Sick Leave Pool

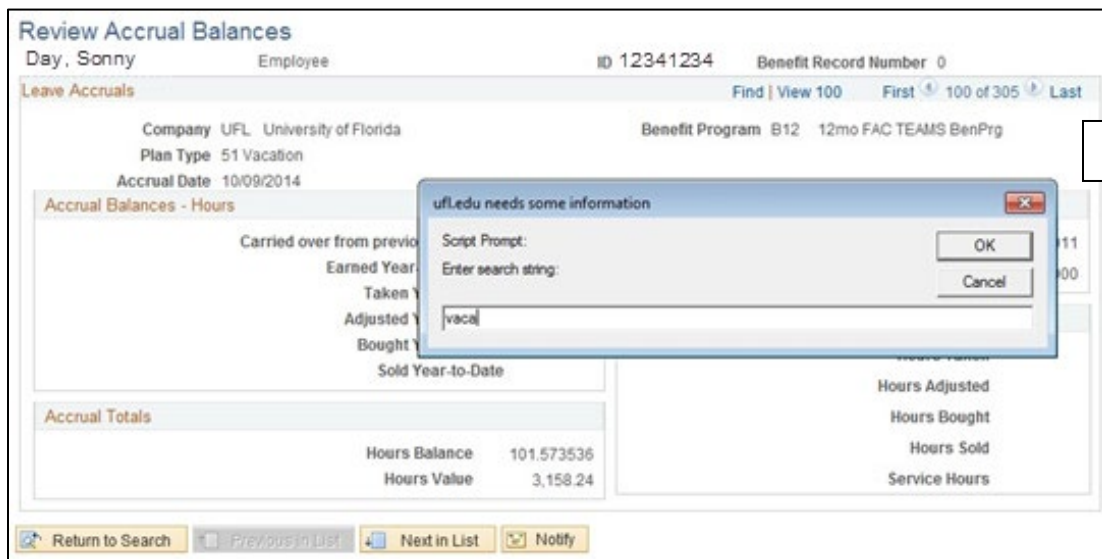


Figure 2

- ▶ #3 = Shows leave balance accumulation based on calendar year.
Carried Over from previous year reflects what the employee’s balance was last calendar year.
Earned Year To Date reflects what the employee has earned so far in this calendar year.

Taken Year To Date reflects what the employee's balance was at the end of last calendar year; however, this accumulator does not start counting until we are in the first full pay period in the given calendar year. Leave taken during the pay period which crosses the calendar year is subtracted from the **Carried Over from previous year** number.

Adjusted Year To Date reflects the number of leave hours that were adjusted in the calendar year. It starts counting during the pay period that crosses the calendar year.

- ▶ #4 = This reflects the employee's leave balance. The formula for the leave balance is:

Hours Balance = (Carried over from previous year) + (Earned Year To Date) – (Taken Year To Date) + (Adjusted Year to Date) + (*Unprocessed Hours Taken*) – (*Unprocessed Hours Adjusted*)

- ▶ #5 = This section reflects the leave activity that happens in the following (immediate future) pay period. While the leave used will deduct from the balance in the current pay period, leave used in the following pay period waits here to be posted to the year-to-date accumulators in the following pay period ending row, which will not appear until the Monday following that pay period closing.

Additional Help

Payroll and Tax Services 352-392-1231
timelaborhelp@admin.ufl.edu
<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits: 352-392-2477
central-leave@ufl.edu – for leave
inquiries
<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)