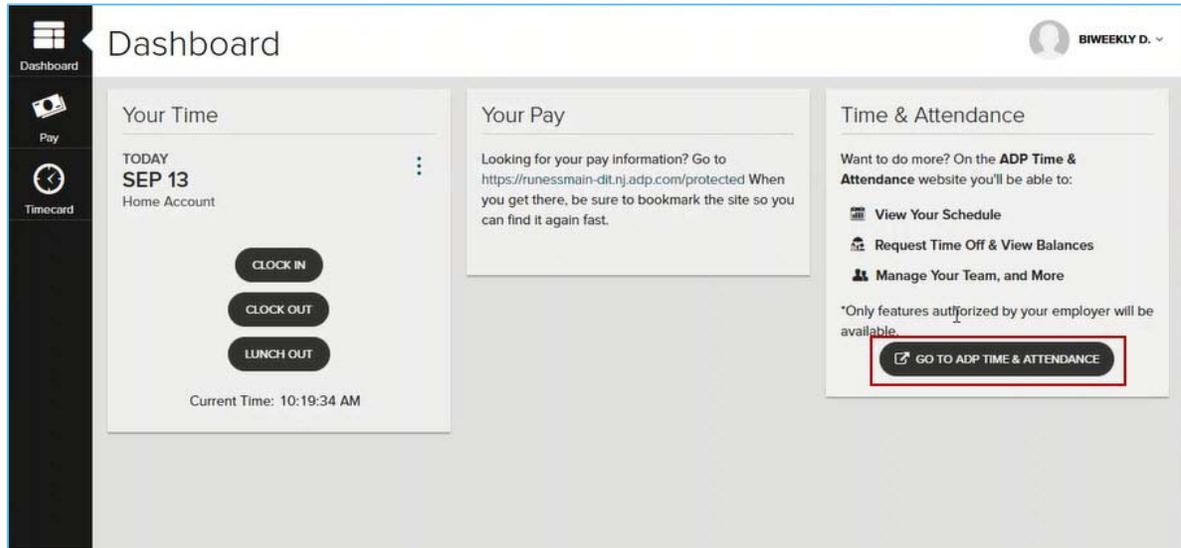




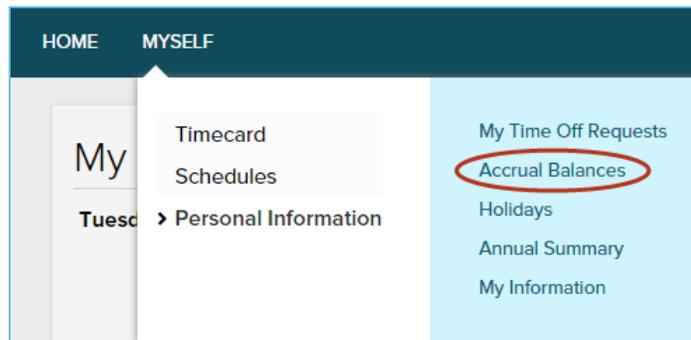
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Viewing Your Accrual Balances in ADP® Time & Attendance

1. In the Time & Attendance tile, click **Go to ADP Time & Attendance**.



2. Select **Myself > Personal Information > Accrual Balances**.





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3. For more details, click the accrual type in the **Description** column.

DESCRIPTION	ACCRUAL TYPE	BALANCE	SCHEDULED
Paid Time Off Accrual Definition	Hours	38.16	0.00

4. For an itemized transaction history, click the number in the Total Hours Balance row.

My Accruals - Detail

My Accruals - Detail : Paid Time Off Accrual Definition(Hours)

Last Purge Date: 08/28/20XX 03:31:07 PM Last Carry Over Date: Last Award Date: 08/23/20XX 12:00:00 AM

TRANSACTION TYPE	YEAR TO DATE	ALL
Awarded	6.16	6.16
Used	-8.00	-8.00
Initialize	40.00	40.00
Total Hours Balance:		38.16