1. To view the Time Off Accruals by Period report, please first select the **My Account** icon.

   **Note:** This may display your picture or the cloud icon.

2. Select **View Profile**

3. This takes you to your Worker Profile. On the left-hand side, select the **Actions** button
4. Scroll down to select **Time and Leave** and
5. Then select **View Time Off Results by Period**
6. Click the **Time Off Plans** box

7. Choose **All Time Off Plans**

8. Check **all the options** you wish to view

9. Open **Periods**, choose the appropriate **year**, and check the **pay periods** you wish to see.

**Note:** These can be future dated to see accrual rates. There will be no accruals prior to July 1.
**Time and Absence: View Time Off Accruals by Period**

**Note:** This report allows you to view your time off balances and time off accruals to show the impact on the ending period balances. You can scroll to different pay periods to see your accruals, including future dates to see potential future balances. Only nonexempt employees that have requested and been approved to accrue comp time are eligible to accrue compensatory time.

A. Based on the check boxes you’ve chosen, you can review balances for **Comp Time** (nonexempt only), **Emergency Time**, **Sick**, **Vacation Credit**, and **Vacation**.

B. For each time off you can see the **Beginning Year Balances, Accrued Year to Date, Time Off Paid in Period, Carryover Forfeited in Period, Ending Period Balance**, and **Ending Period Balance including Pending Events**.