Go to colleague's **timecard** and select relevant week using the Calendar icon

Within the totals tab, please select **Daily** from the dropdown and click on the timecard day to see the breakdown.

(In this case I had clicked on **Monday**, Basic was 7:30 and OT1.5 was 2:00)

Right mouse button over the wording of **OT1.5** and select **Move Amount**

Select the paycode of **Add to TOIL Balance** and enter **2:00** or **2** (example)> Click **ok**

Click on the other days to ensure that the full TOIL amount has been moved

Change **Daily** to **All** to view the weekly amount and 4 hours will now be assigned to **Add to TOIL Balance**

Click on the Accruals tab and 4 hours will also appear on the **Accrual Available Balance**