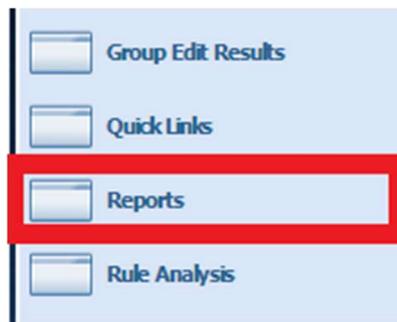


Viewing Accrual Reports



Click on the **Reports** widget from the Related Items Pane:



Click on the **+ All >** select **Accrual Detail >** ensure that the detail highlighted is selected from the dropdown > Click **Run Report >** Click the **Check Report Status** tab >

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

Run Report Refresh Email Print Schedule Report Validate Template Edit Template

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

- All

- Absent Employees
- Accrual Balances and Projections
- Accrual Carryover Limits
- Accrual Codes
- Accrual Date Configurations
- Accrual Date Patterns
- Accrual Debit Activity Summary
- Accrual Debit Activity with Graph
- Accrual Detail**
- Accrual Earned Grants

ACCRUAL DETAIL

Description Displays running accrual balances for each employee. For example, you can see what ty

People All Home Edit New

Time Period Range of Dates 18/9/2018 18/9/2018

Output Format Adobe Acrobat Document(.pdf)

The status will be **Pending** > click on **Refresh Status** every few seconds until the status changes to complete > click on **View Report**

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

View Report Refresh Status Delete

Name Search

Report Name	Format	Dat
Absence Report	xls	17/9/2018 10:59
Absence Report	xls	17/9/2018 9:45
Accrual Detail	pdf	17/9/2018 15:09
Accrual Detail	pdf	17/9/2018 16:27

This will then open in PDF form and scroll through to Sick... This will give you the amount in days they have remaining

- Balance forward is the balance as of the date you are viewing
- Sick is recorded in days rather than hours
- Sick balance (days) is what they've taken over the rolling year
- Sick Max Entitlement (Days) is the colleague's full entitlement