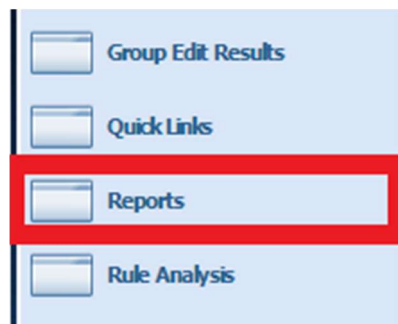


Viewing Accrual Reports

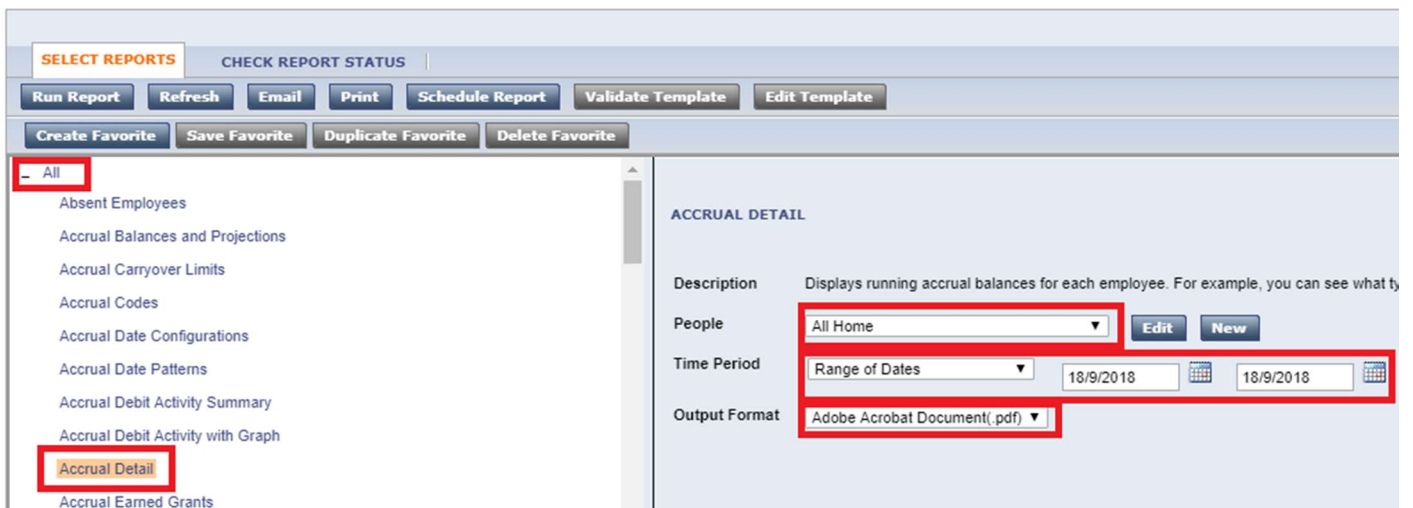


Click on the **Reports** widget from the Related Items Pane:



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



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

REPORTS



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 what they have remaining