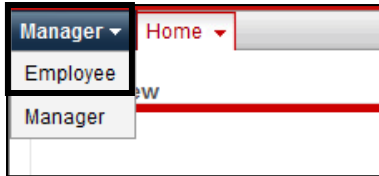


Checking Leave Balances in ADP

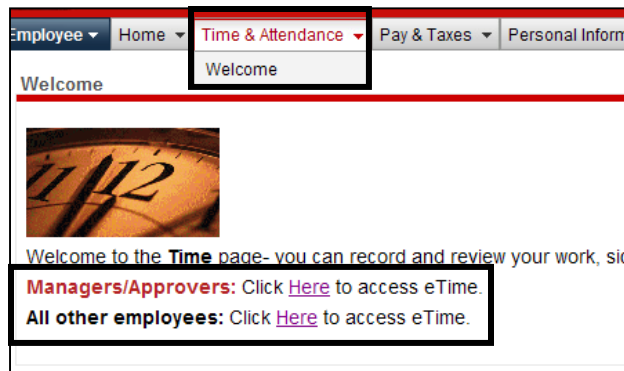
Checking leave balances in ADP is slightly different based on whether or not you approve other employee timecards. Please follow appropriate steps below, based on your level of access.

All ADP users will follow these steps:

- **Login:** to ADP
- **Select:** Manager drop down arrow
- Select:** Employee
- Select:** Manager

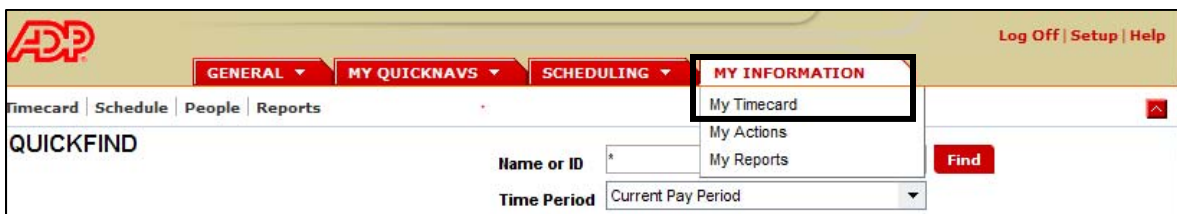


- **Select:** Time and Attendance drop down arrow
- Select:** Welcome
- Select:** Appropriate link to access eTime

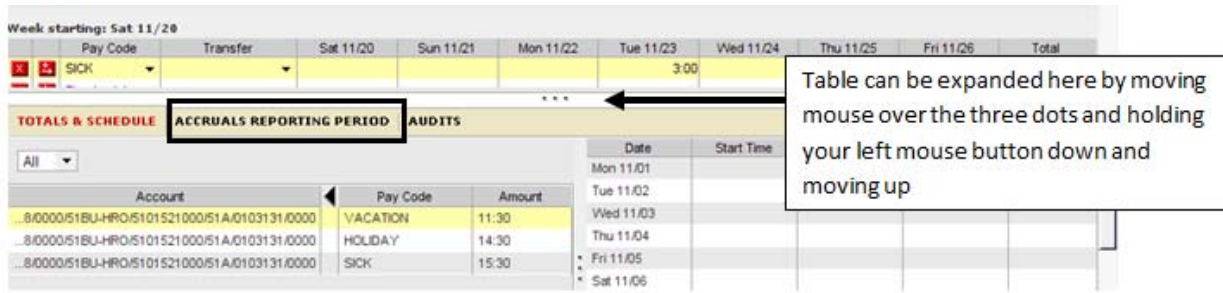


If you are a Manager/Approver, please follow steps below (instructions for non-Managers/Approvers are listed after Manager/Approver steps):

- **Select:** My Information
- Select:** My Timecard



- **Select:** Accruals Reporting Period tab from the bottom of your timecard



To view your accruals based on specific dates:

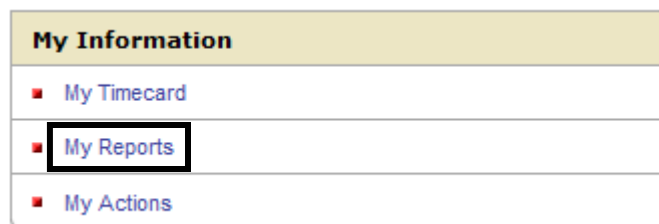
- **Select:** Appropriate date from the drop down arrow in the “Balance as of” selection box (a calendar appears – select the date from the calendar)
- Select:** Apply

TOTALS & SCHEDULE		ACCRAUALS REPORTING PERIOD		AUDITS					
Balance as of <input type="text" value="10/30/2010"/> <input type="button" value="Apply"/>									
Type	Reporting Period	Units	Opening Balance	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Donated Leave Award	1/01/2010 - 12/31/2010	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Sick	1/01/2010 - 12/31/2010	Hour	91:00	80:00	47:00	124:00	15:30	16:00	124:30
Vacation	1/01/2010 - 12/31/2010	Hour	105:15	140:00	137:00	108:15	20:00	28:00	116:15

Available balances, as of the date selected, appear. End of the year balances after planned takings and pending accruals also appear. Note: If any planned leave is not showing on your timecard, you will need to manually subtract that from the ending balance.

If you are a non-Manager/Approver, please follow steps below:

- **Select:** My Reports from the My Information List



- **Select:** Accrual Balances and Projections
- Select:** Appropriate Date by using the calendar icon on the "As Of" selection box
- Select:** View Report

REPORTS Name: _____

View Report
Primary Account

AVAILABLE REPORTS

Schedule

Time Detail

Time Period Specific Date ▼

Start Date

End Date

Accrual Balances and Projections

As Of

Your accrual report, based on dates given, will be displayed.

ACCRUAL BALANCES AND PROJECTIONS							
Return							
Date Selected: 12/01/2010				Printed: 11/17/2010			
Name: _____				ID: _____			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Donated Leave Award	Hour	0:00	12/01/2010	0:00	0:00	0:00	0:00
Sick	Hour	██████	12/01/2010	0:00	0:00	██████	██████
Vacation	Hour	██████	12/01/2010	0:00	0:00	██████	██████

- **Logout:** of ADP

