Employee Leave Accruals

These screens provide information about how much leave time an Employee has accumulated.
### Step 1

**Follow this menu path:**

Home > Benefits > Manage Leave Accruals > Review Accrual Balances

### Step 2

Enter Employee’s ID in the **EmpID** field or enter the employee’s last name in **Last Name** field.

### Step 3

Select **Search**

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**Hint:** You will only be able to view employees that work in your department.
By clicking on the blue arrow buttons, you will be able to see past leave information and access Extended Sick Leave information. Pay attention the accrual dates. (For hourly employees, clicking on the last panel will show their available comp time.)