Employee Self-Service
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T&L Terminology

Procedure

By the end of this topic, you will be able to:

-Understand Time and Labor Terminology

Approximate time to complete topic: **3 minutes**

Step	Action
1.	Congratulations! You now know how to: -Understand Time and Labor Terminology **End of Procedure.**

Reporting Time

PHRST End User Training
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Reporting Time

Reporting Time on Timesheet (Full Schedule)

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Reporting Time on Timesheet (Full Schedule)

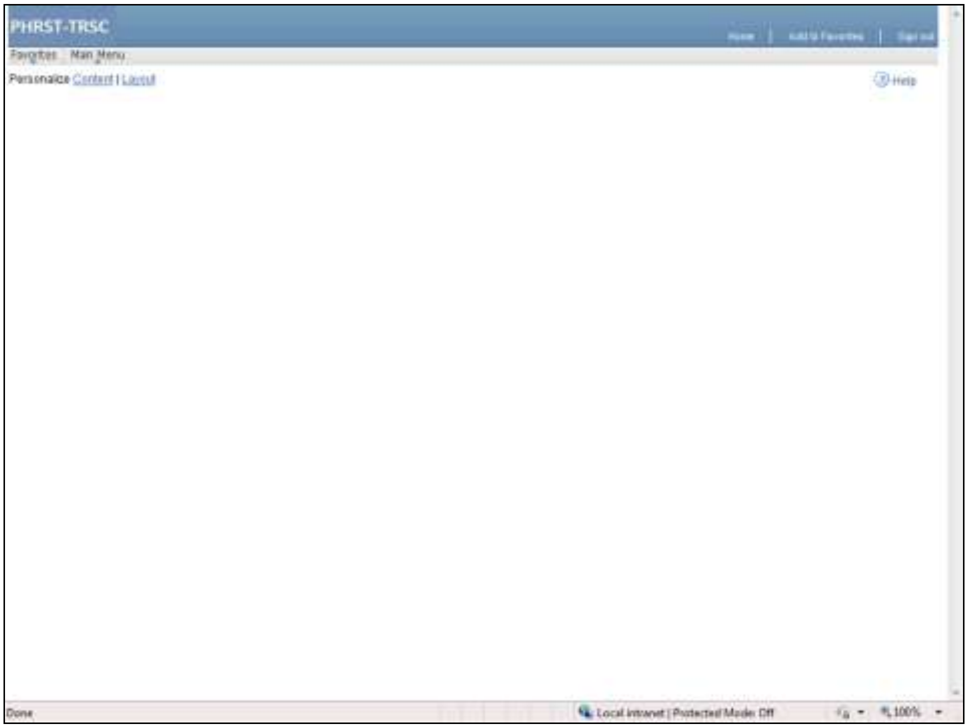
Procedure

By the end of this topic, you will be able to:

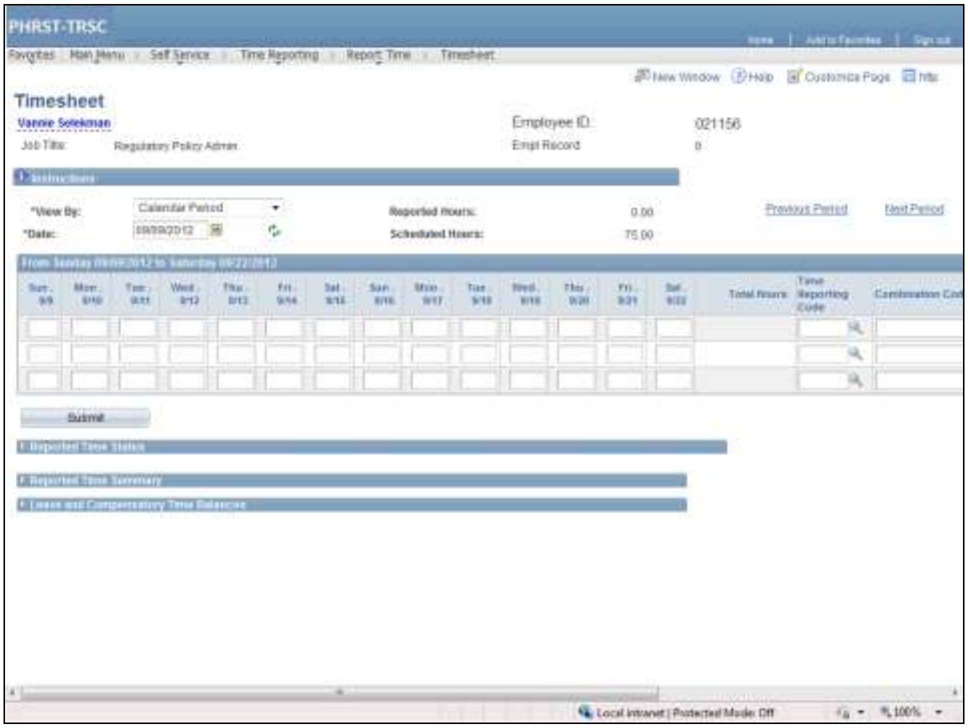
- Navigate to the **Timesheet** page
- Enter time on the **Timesheet**
- View Sick and Annual Leave balance information

The objective of this topic is to understand how to enter time as a Self Service Time Reporter.

Approximate time to complete topic: **5 minutes**



Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Self Service** menu. Self Service
3.	Click the **Time Reporting** menu. Time Reporting
4.	Click the **Report Time** menu. Report Time
5.	Click the **Timesheet** menu. Timesheet
6.	Use the **Timesheet** page to review, enter and update time.



Step	Action
7.	The **View By** field selection indicates the period that displays on the **Timesheet**. Click the **View By** list. Calendar Period
8.	The default for this field is **Week**. Available values for the **View By** field are **Day**, **Calendar Period**, and **Week**. **Note:** Vannie Selekman has set an employee preference for the **View By** to **Calendar Period** which is discussed in the ESS Preference topic.
9.	The **Date** field defaults to Sunday (first day of week) of the current week; however, this date may be changed. The **Date** field should be changed to reflect the beginning of the pay period being reported.
10.	Click the **Refresh** button to change the dates displayed on the **Timesheet** based on the date entered in the **Date** field.
11.	Use the **<<Previous Period** and **Next Period>>** links to view the previous or next time reporting periods. Links will change based on the **View By** option that is selected.

Step	Action
12.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**. This field displays 0.00 until the time has been submitted.
13.	The **Scheduled Hours** field displays the number of hours based on the work schedule. If no schedule exists, **Scheduled Hours** displays 0.00.
14.	Use the **Timesheet** to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code **(TRC)**. **Note:** Exception Hourly employees with a **Work Schedule** only need to report exceptions to their schedule. If no exceptions to the **Work Schedule** exist no time entry is required. **Note:** Positive time reporters must enter all time worked on the **Timesheet**.
15.	Use **TRCs** to report time and leave. Enter **TRCs** directly in the field or use the lookup button to ensure valid **TRCs** are selected. **Note:** If a non-existent **TRC** is entered directly in the field an error message displays.
16.	Click the scrollbar.
17.	Enter **Combination Code** and/or click the edit **ChartFields** link **only** if instructed by your Timekeeper.
18.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **Note:** If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.
19.	When reporting time on the **Timesheet**, click the **Plus (+)** sign to add a row or the **Minus (-)** sign to delete a row.
20.	Click the scrollbar.
21.	The **Submit** button saves the Reported Time for processing.
22.	After clicking the **Submit** button, the **Reported Time Status** section will display the Reported Time by date with a status of **Submitted.**

Step	Action
23.	The **Reported Time Summary** section displays categories of Total REG and Total Overtime only when reported. Values are displayed in **Total Reported Hours** when Hours are reported on the Timesheet. Values are displayed in **Total Scheduled Hours** if the employee is assigned a Schedule. Values are displayed in **Schedule Deviation** when there is a difference between the **Reported Hours** and the **Scheduled Hours**.
24.	Click the **Expand section** button.
25.	The **Leave and Compensatory Time Balances** section displays **Sick**, **Vacation**, and **Comp Time** Balances. The **Balances** section only displays balances for leave plans the employee is enrolled in.
26.	**Comp Time** balances change after Time Administration runs and will be updated based on the **View By** date entered on the **Timesheet. Comp Time** balances may change by refreshing the **View By** date.
27.	Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the **Timesheet**, the scheduled time is paid. If there are no exceptions for the week, there is no need to enter any time. If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 7.5 hours and you worked 5 hours and took 2.5 hours of leave, you must also enter 2.5 hours of ALT and 5 hours of REG. Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.
28.	In this example, Vannie Selekman will enter each day he works, which overrides scheduled hours.
29.	Enter the desired information into the **Hours** field. Enter "**7.5**".
30.	Click in the **Hours** field.

Step	Action
31.	Enter the desired information into the field. Enter "**7.5**".
32.	Click in the **Hours** field.
33.	Enter the desired information into the **Hours** field. Enter "**7.5**".
34.	Click in the **Hours** field.
35.	Enter the desired information into the **Hours** field. Enter "**7.5**".
36.	Click in the **Hours** field.
37.	Enter the desired information into the **Hours** field. Enter "**7.5**".
38.	Click in the **Hours** field.
39.	Enter the desired information into the **Hours** field. Enter "**7.5**".
40.	Click in the **Hours** field.
41.	Enter the desired information into the **Hours** field. Enter "**7.5**".
42.	Click in the **Hours** field.
43.	Enter the desired information into the **Hours** field. Enter "**7.5**".
44.	Click in the **Hours** field.
45.	Enter the desired information into the field. Enter "**2.5**".

Step	Action
46.	Click in the **TRC** field.
47.	Enter the desired information into the **TRC** field. Enter "**REG**".
48.	Click in the **Hours** field.
49.	Enter the desired information into the **Hours** field. Enter "**5.0**".
50.	Click in the **TRC** field.
51.	Enter the desired information into the **TRC** field. Enter "**SLT**".
52.	Click in the **Hours** field.
53.	Enter the desired information into the **Hours** field. Enter "**7.5**".
54.	Click in the **TRC** field.
55.	Enter the desired information into the **TRC** field. Enter "**A**".
56.	Click the **Look up Time Reporting Code** button.
57.	Locate the Annual Leave Taken (ALT) **Time Reporting Code** for this example. Click the scrollbar.
58.	Click the **ALT** link. ALT
59.	Click the **Submit** button. Submit
60.	Click the **OK** button. OK
61.	Notice the **Reported Hours** field now reflects the 75.00 hours submitted.
62.	After submitting the **Timesheet**, the **Time Reporting Codes (TRCs)** are reordered alphabetically.

Step	Action
63.	The **Reported Time Status** section is now populated.
64.	The **Reported Time Summary** section displays details of the **Total REG**, **Total Reported Hours**, **Total Scheduled Hours**, and **Schedule Deviation**.
65.	The **Leave and Compensatory Time Balances** button displays **Sick**, **Vacation**, and **Comp Time** Balances.
66.	After submitting time, **Sick** and **Vacation** balances update to reflect the leave taken.
67.	A **Comp Time** balance displays if the employee is enrolled in a **Comp Time** plan. **Comp Time** balances update after the Time Admin Process, and are based on the date entered on the **Timesheet**.
68.	Congratulations! You now know how to: - Navigate to the **Timesheet** page - Enter time on the **Timesheet** - View Leave Balance information **End of Procedure.**

Reporting Time on Timesheet (Exceptions Only)

PHRST End User Training
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Reporting Time on Timesheet (Exceptions Only)

Procedure

By the end of this topic, you will be able to:

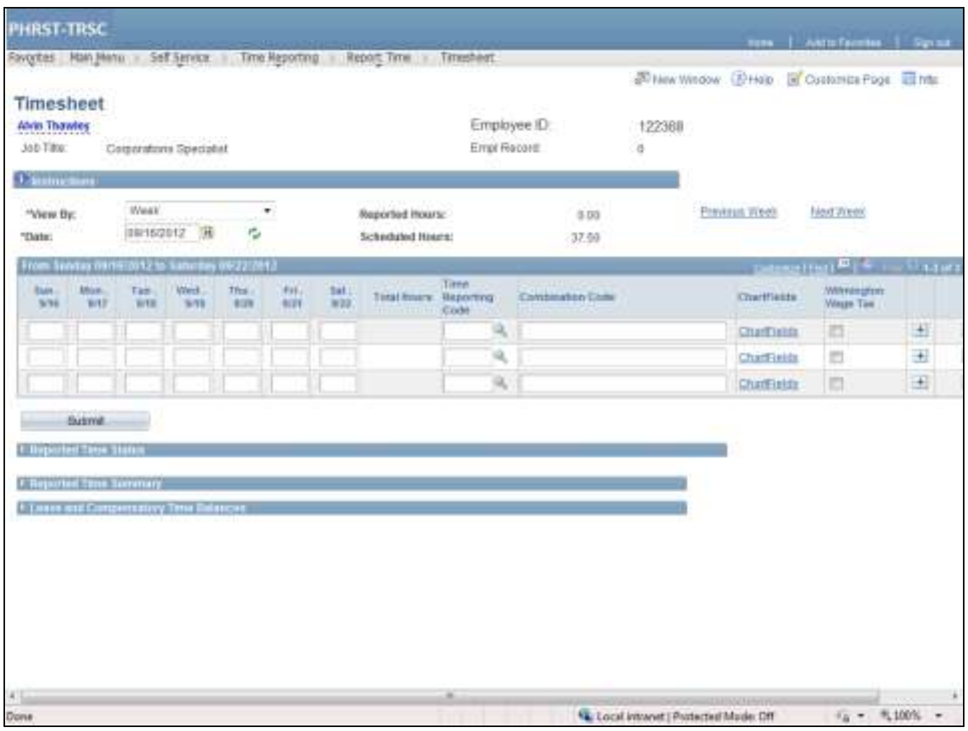
- Navigate to the **Timesheet** page
- Enter time on the **Timesheet**
- View Sick and Annual Leave balance information

The objective of this topic is to understand how to enter time as a Self Service Time Reporter.

Approximate time to complete topic: **5 minutes**

Step	Action
1.	Click in the **User ID** field.
2.	Enter the desired information into the **User ID** field. Enter "**122368**".
3.	Click in the **Password** field.
4.	Enter the desired information into the **Password** field. Enter "**abcd123$**".
5.	Click the **Sign In** button. Sign In
6.	Click the **Main Menu** link. Main Menu
7.	Click the **Self Service** link. Self Service

Step	Action
8.	Click the **Time Reporting** link. Time Reporting
9.	Click the **Report Time** link. Report Time
10.	Click the **Timesheet** link. Timesheet
11.	Use the **Timesheet** page to review, enter and update time.



Step	Action
12.	The **View By** field selection indicates the period that displays on the **Timesheet**. Click the **View By** list.
13.	The default for this field is **Week**. Available values for the **View By** field are **Day**, **Calendar Period**, and **Week**.

Step	Action
14.	The **Date** field defaults to Sunday (first day of week) of the current week; however, this date may be changed. The **Date** field should be changed to reflect the beginning of the pay period being reported.
15.	Click the **Refresh** button to change the dates displayed on the **Timesheet** based on the date entered in the **Date** field.
16.	Use the **<<Previous Week** and **Next Week>>** links to view the previous or next time reporting periods. **Note:** Links will change based on the **View By** option that is selected.
17.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**. This field displays 0.00 until the time has been submitted.
18.	The **Scheduled Hours** field displays the number of hours based on the work schedule. If no schedule exists, **Scheduled Hours** displays 0.00.
19.	Use the **Timesheet** to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code **(TRC)**. Exception Hourly employees with a **Work Schedule** only need to report exceptions to their schedule. If no exceptions to the **Work Schedule** exist, no time entry is required. Positive time reporters must enter all time worked on the **Timesheet**.
20.	Use **TRCs** to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid **TRCs** are selected. **Note:** If a non-existent **TRC** is entered directly in the field an error message displays.
21.	Enter **Combination Code** and/or edit **ChartFields** **only** if instructed by your Timekeeper.
22.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **Note:** If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.
23.	The **Submit** button saves the Reported Time for processing.
24.	Click the **Reported Time Status** section.

Step	Action
25.	After clicking the **Submit** button, the **Reported Time Status** section will display the Reported Time by date with a status of **Submitted.**
26.	Click the **Reported Time Summary** section.
27.	The **Reported Time Summary** section displays categories of Total REG and Total Overtime only when reported. Values are displayed in **Total Reported Hours** when Hours are reported on the Timesheet. Values are displayed in **Total Scheduled Hours** if the employee is assigned a Schedule. Values are displayed in **Schedule Deviation** when there is a difference between the **Reported Hours** and the **Scheduled Hours**.
28.	Click the scrollbar.
29.	Click the **Leave and Compensatory Time Balances** section.
30.	The **Leave and Compensatory Time Balances** section displays **Sick**, **Vacation**, and **Comp Time** Balances. The **Balances** section only displays balances for leave plans in which the employee is enrolled.
31.	**Comp Time** balances change after Time Administration runs and will be updated based on the **View By** date entered on the **Timesheet. Comp Time** balances may change by refreshing the **View By** date.
32.	Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the **Timesheet**, the scheduled time is paid. If there are no exceptions for the week, there is no need to enter any time. If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 7.5 hours and you worked 5 hours and took 2.5 hours of leave, you must also enter 2.5 hours of ALT and 5 hours of REG. Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.

Step	Action
33.	In this example, Alvin Thawley worked his normal scheduled hours (**7.5 REG**) with no exceptions. If there are no exceptions for the week, there is no need to enter any time.
34.	Click the **Next Week** link. Next Week
35.	In this example, Alvin Thawley worked his normal hours (**7.5 REG**) with the exceptions of Tuesday, she took (**7.5 ALT**) and Thursday, she worked (**5.5 REG**) and took (**2.0 SLT**). Let's enter Alvin Thawley's time for the week of September 23rd. Click in the **Hours** field.
36.	Enter the desired information into the **Hours** field. Enter "**7.50**".
37.	Click in the **TRC** field.
38.	Enter the desired information into the **TRC** field. Enter "**ALT**".
39.	Click in the **Hours** field.
40.	Enter the desired information into the **Hours** field. Enter "**2.0**".
41.	Click in the **TRC** field.
42.	Enter the desired information into the **TRC** field. Enter "**SLT**".
43.	Click in the **Hours** field.
44.	Enter the desired information into the **Hours** field. Enter "**5.5**".
45.	Click in the **TRC** field.

Step	Action
46.	In this example, an invalid **Time Reporting Code** is being entered. Enter the desired information into the **TRC** field. Enter "**RGG**".
47.	Click the **Submit** button. Submit
48.	An error message is generated if an invalid TRC is entered. Click the **OK** button. OK
49.	RGG is an invalid **Time Reporting Code**. To correct the TRC, enter as much of the **Time Reporting Code** as you know, then use the Look up button. Enter the desired information for the highlighted **TRC** field. Enter "**E**".
50.	Click the **Look up Time Reporting Code** button. 
51.	Click the **REG** link. REG
52.	For this example, 9/24 is a Holiday. Holidays are not considered exceptions, so the Holiday (9/24) will flow from Alvin Thawley's Holiday Schedule.
53.	Click the **Submit** button. Submit
54.	Click the **OK** button. OK
55.	Notice the **Reported Hours** field now reflects the **15.00** hours just submitted. **Note:** The days not reported will be processed from the work schedule and holiday schedule when Time Administration runs.
56.	After submitting the **Timesheet**, the TRCs are reordered alphabetically.
57.	The **Reported Time Status** section is now populated.
58.	Click the scrollbar.
59.	The **Reported Time Summary** section displays details of the **Total REG**, **Total Reported Hours**, **Total Scheduled Hours**, and **Schedule Deviation**. **Note: Total Reported Hours** reflects the 15.00 hours submitted.
60.	Notice the **Vacation** balance value has updated to reflect the 7.50 hours of ALT submitted on the Timesheet.

Step	Action
61.	Notice the **Sick** balance value has updated to reflect the 2 hours of SLT submitted on the Timesheet.
62.	Congratulations! You now know how to: - Navigate to the **Timesheet** page - Enter time on the **Timesheet** - View Leave Balance information **End of Procedure.**

ESS User Preferences

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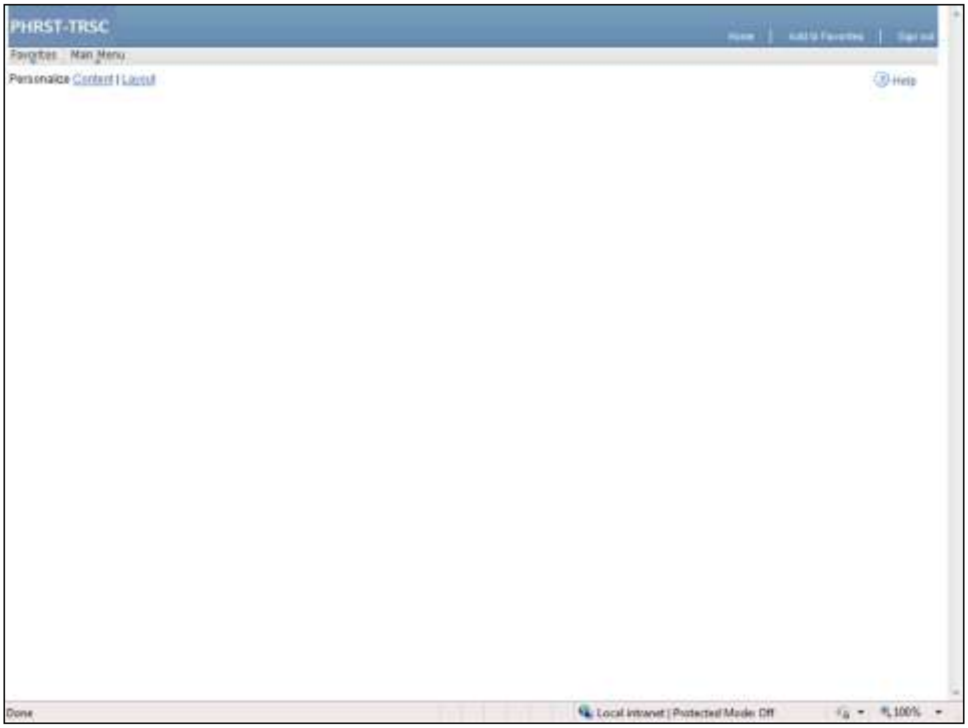
ESS User Preferences

Procedure

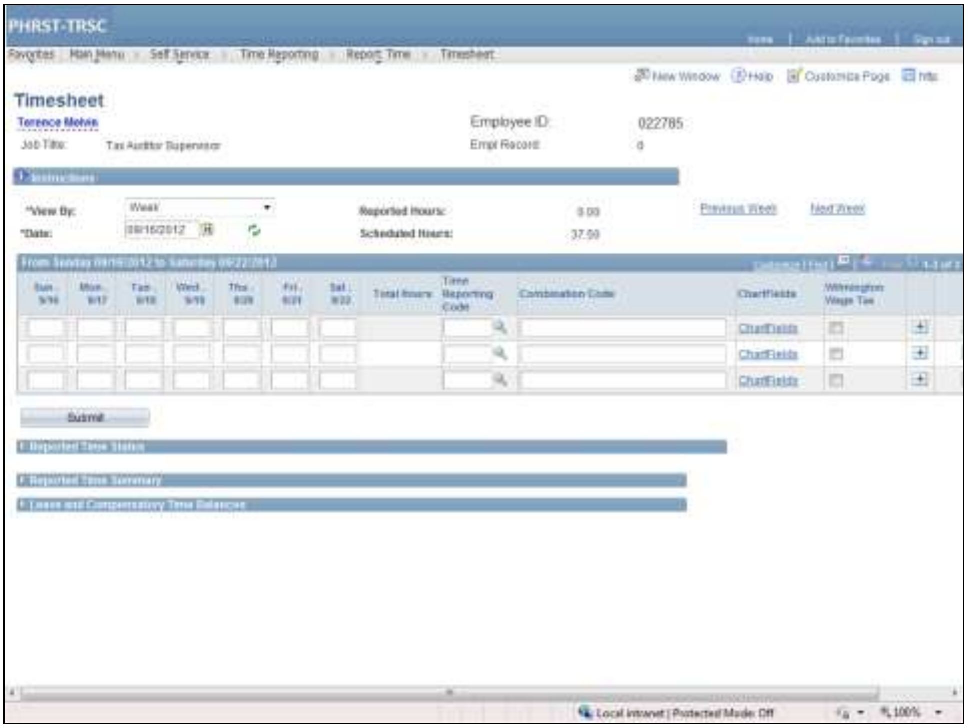
By the end of this topic, you will be able to:

- Navigate to the **Time Reporting Preferences** page.
- Understand the different types of User Preferences options.

Approximate time to complete topic: **10 minutes**

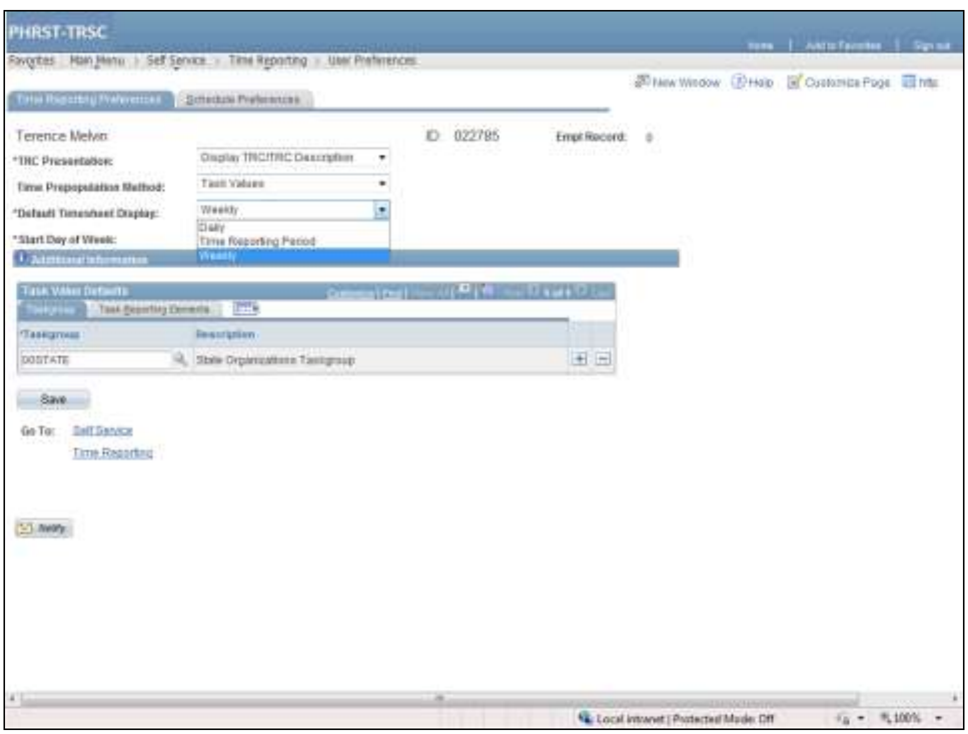


Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Self Service** menu. Self Service
3.	Click the **Time Reporting** menu. Time Reporting
4.	Click the **Report Time** menu. Report Time
5.	Click the **Timesheet** menu. Timesheet
6.	In this example, there are no preferences currently set for this employee. The **Timesheet** is defaulting to **Week** and no **Time Reporting Codes** are prepopulated. The next steps demonstrate how to set up User Preferences. **Note**: Preferences that are set and saved override any defaults.

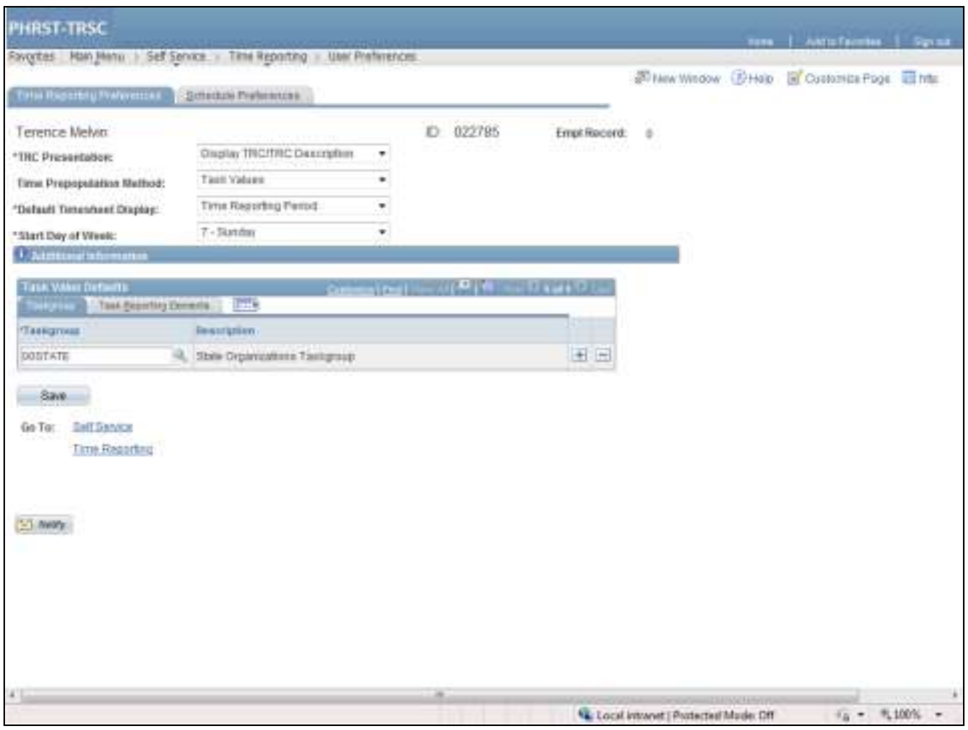


Step	Action
7.	Click the **Time Reporting** menu. Time Reporting
8.	Click the **User Preferences** menu. User Preferences
9.	The **Time Reporting Preferences** page allows Users to change the **Default Timesheet Display,** and to set Preferences to prepopulate the **Timesheet** with TRCs and Combo Codes. In this example, Terence's **Timesheet** is being set from the system default of Weekly to Calendar Period and setting up **Time Reporting Codes (TRC's)** to default on his Timesheet.
10.	The **TRC Code or Description** field is not in use by the State of Delaware.
11.	The **Time Prepopulation Method** field allows for different methods of prepopulating a **Timesheet** with certain values.
12.	Click the **Time Prepopulation Method** list.

Step	Action
13.	The three options for this field are: **Prior Period** - Not in use by the State of Delaware. **Schedule Information** - The employee's scheduled hours will prepopulate on the **Timesheet.** **Task Values** - The Task Value Defaults section becomes active to enter TRCs and Combo Codes to populate the **Timesheet.**
14.	In this example, Terence's preferences will be set up for **Time Reporting Codes (TRC's)** to prepopulate on his Timesheet. **Task Values** option is selected to be able to set up TRC's on the **Task Reporting Elements** tab.
15.	Click the **Default Timesheet Display** list.
16.	The **Default Timesheet Display** field overrides any value previously entered in the **View By** field on the **Timesheet**. The field determines the time period displayed on the timesheet, the default is **Weekly**.



Step	Action
17.	In this example, Terence's **Default Timesheet Display** preference is being changed to **Time Reporting Period**, which will default the Timesheet to **Calendar Period**. Click the **Time Reporting Period** list item. Time Reporting Period
18.	The **Start Day of Week** field defaults to **7 - Sunday**.
19.	The **Taskgroup** tab displays the Taskgroup and Taskgroup Description. **Note**: Do not change this field



Step	Action
20.	Click the **Task Reporting Elements** tab. Task Reporting Elements
21.	In this example, **Time Reporting Codes** are being entered so the **TRCs** will prepopulate into Terence's Timesheet. **Note: Task Values** in the **Time Prepopulation Method** field must be selected to be able to enter TRCs under the **Task Reporting Elements** tab.
22.	Click in the **TRC** field.

Step	Action
23.	Enter the desired information into the **TRC** field. Enter "**ALT**".
24.	Click the **Add a new row** button.
25.	Click in the **TRC** field.
26.	Enter the desired information into the **TRC** field. Enter "**REG**".
27.	Click the **Add a new row** button.
28.	Click in the **TRC** field.
29.	Enter the desired information into the **TRC** field. Enter "**SLT**".
30.	Click the **Save** button. Save
31.	To view Terence's new preferences, navigate back to the **Timesheet**.
32.	 Click the **Time Reporting** menu. Time Reporting
33.	 Click the **Report Time** menu. Report Time
34.	 Click the **Timesheet** menu. Timesheet
35.	Notice the **Timesheet** now displays the **View By** as **Calendar Period** and the **Time Reporting Codes** are prepopulated.
36.	Congratulations! You are now able to: - Navigate to the **User Preferences** page - Apply user preferences to the **Timesheet** **End of Procedure.**

Override and Append

V9.1

Override and Append

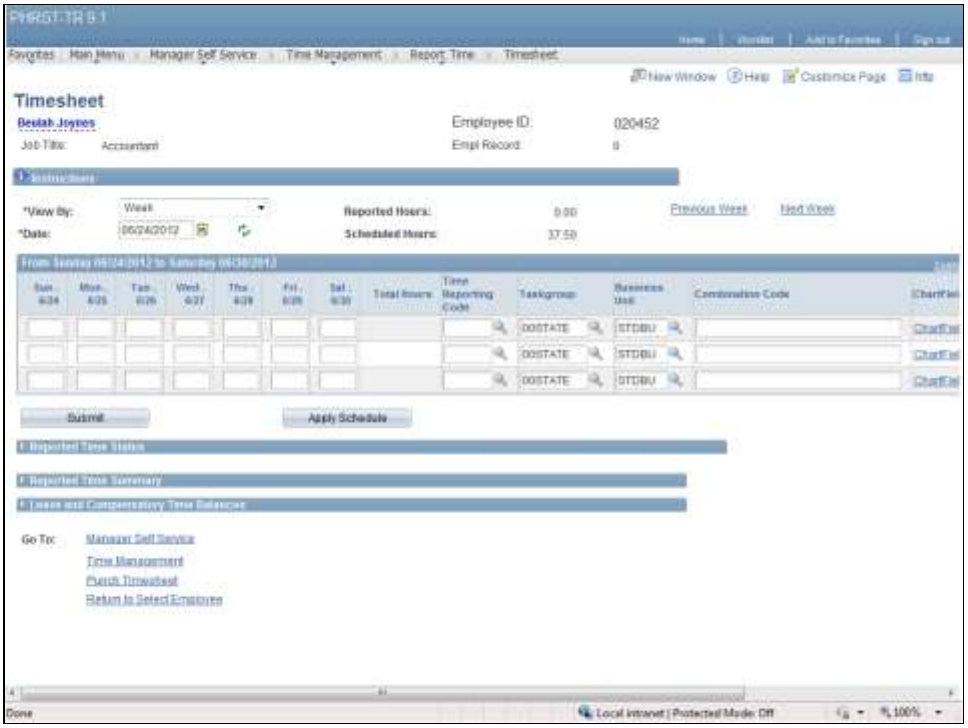
Procedure

By the end of this topic, you will be able to:

- Search for a specific **Combination Code** by entering **ChartField** values
- Append a **Combination Code**

Approximate time to complete topic: **6 minutes**

Step	Action
1.	In this topic, a search will be performed for a Merit/Non-Merit (non Grant) **ChartField** String.
2.	In this case, the Self- Service employee has two days with overriding funding to be reported. **Note:** The employee is reporting exceptions only.



Step	Action
3.	Click in the **Hours** field.
4.	Enter the desired information into the **Hours** field. Enter "**7.5**".
5.	Enter the desired information into the **Hours** field. Enter "**7.5**".
6.	Click in the **TRC** field.
7.	Enter the desired information into the **TRC** field. Enter "**REG**".
8.	Click the scrollbar.
9.	Click the **ChartFields** link. ChartFields

Step	Action
10.	After clicking on the **ChartFields** link, the system offers the functionality to search for the appropriate **Combination Code** by entering various **ChartField** data elements. The search returns core **ChartField** strings established in FSF as well as any **ChartField** string previously created in PHRST by an Organization. Click the **Search** button. 
11.	**Merit/Non-Merit Organizations** At a minimum, enter the **Fund Code**, **Department**, and **Appropriation**. Enter as many additional **ChartField** values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the **Lookup** button for the field. If the desired **ChartField** string is not returned, eliminate non-core **ChartField**(s) from the search criteria and click the **Search** button again. Select a **ChartField** string and make necessary changes to the appendable **ChartFields**.
12.	**School Organizations** At a minimum, enter **Fund Code**, **Department**, **Appropriation**, **Operating Unit**, and **Program Code**. Enter as many additional **ChartField** values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the **Lookup** button for the field. If the desired **ChartField** string is not returned, eliminate non-core **ChartField**(s) from the search criteria and click the **Search** button again. Select a **ChartField** string and make necessary changes to the appendable **ChartFields**.
13.	**DelDOT** At a minimum, enter **Project** and **DE Activity**. Enter as many additional **ChartField** values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the **Lookup** button for the field. If the desired **ChartField** string is not returned, eliminate non-core **ChartField**(s) from the search criteria and click the **Search** button again. Select a **ChartField** string and make necessary changes to the appendable **ChartFields**.

Step	Action
14.	The **Fund Code** is a core **ChartField** and should be used when searching for **Combo Codes**. Click in the **Fund Code** field.
15.	Enter the desired information into the **Fund Code** field. Enter "**100**".
16.	**Note:** Before entering the next **ChartField** value tab out of the field for the data to register after entering or selecting a value from a lookup. Press **[Tab]**.
17.	The **Department ChartField** is always part of a core **ChartField** string and is the first six digits of the **Department** being charged. Click in the **Department** field.
18.	Enter the desired information into the **Department** field. Enter "**20**".
19.	Click the **Look up Department** button.
20.	Click the **200101** link. 200101
21.	Press **[Tab]**.
22.	The **Appropriation ChartField** is always part of a core **ChartField** string. Click in the **Appropriation** field.
23.	Enter the desired information into the **Appropriation** field. Enter "**00137**".
24.	Press **[Tab]**.
25.	Because the **Account ChartField** is an editable field, initially search for the desired Account. If no **ChartField** strings are returned, **Search** again using the default **Account Chartfield** value of **51004.** Click in the **Account** field.

Step	Action
26.	Enter the desired information into the **Account** field. Enter "**51004**".
27.	**Note:** After keying all known **ChartFields do not press the Enter key** use the **Search** button. The Enter key returns you to the previous page without performing the search and requires the data entry to be performed again. Click the **Search** button. Search
28.	The **Search** will return all **Combo Codes** containing the populated **ChartField** values. In this example, only two **Combo Codes** are returned.
29.	Click the **Select** button. Select
30.	Click the **Ok** button only if the **ChartField** string contains all of the desired **ChartField** details. If additional **ChartField**(s) need to be appended or changed in the string, select the **ADD** button to create a new **Combo Code**. Click the **ADD** button. ADD
31.	Enter the desired information into the **Account** field. Enter "**51003**".
32.	Click in the **Operating Unit** field.
33.	Enter the desired information into the **Operating Unit** field. Enter "**10**".
34.	Click the **Look up Operating Unit** button.
35.	Click the **10030200** link. 10030200
36.	Click in the **Program Code** field.

Step	Action
37.	Enter the desired information into the **Program Code** field. Enter "**10**".
38.	Click the **Look up Program Code** button.
39.	Click the **10801** link. 10801
40.	Click the **Ok** button. Ok
41.	Click the scrollbar.
42.	Click the **Submit** button. Submit
43.	Click the **OK** button. OK
44.	Congratulations! You are now able to: - Search for a specific **Combination Code** by entering related **ChartField** values - Append a **Combination Code** **End of Procedure.**

Viewing Leave Balances

PHRST End User Training
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Viewing Leave Balances

View Sick, Annual, and Comp Time Balances

PHRST End User Training
V9.1

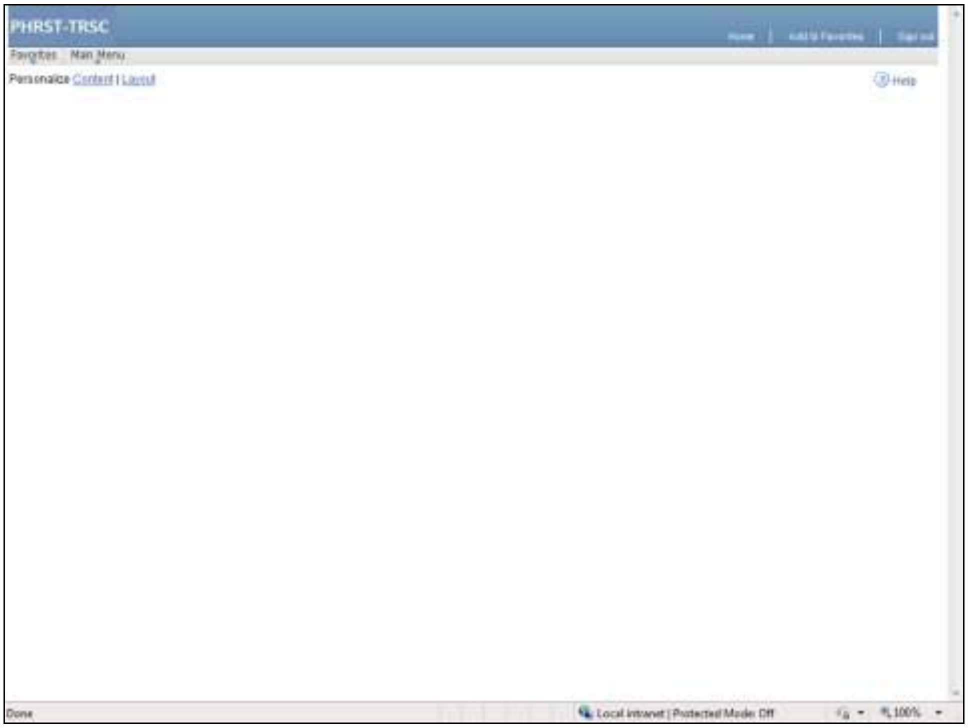
Viewing Sick, Annual, and Comp Time Balances

Procedure

By the end of this topic, you will know how to:

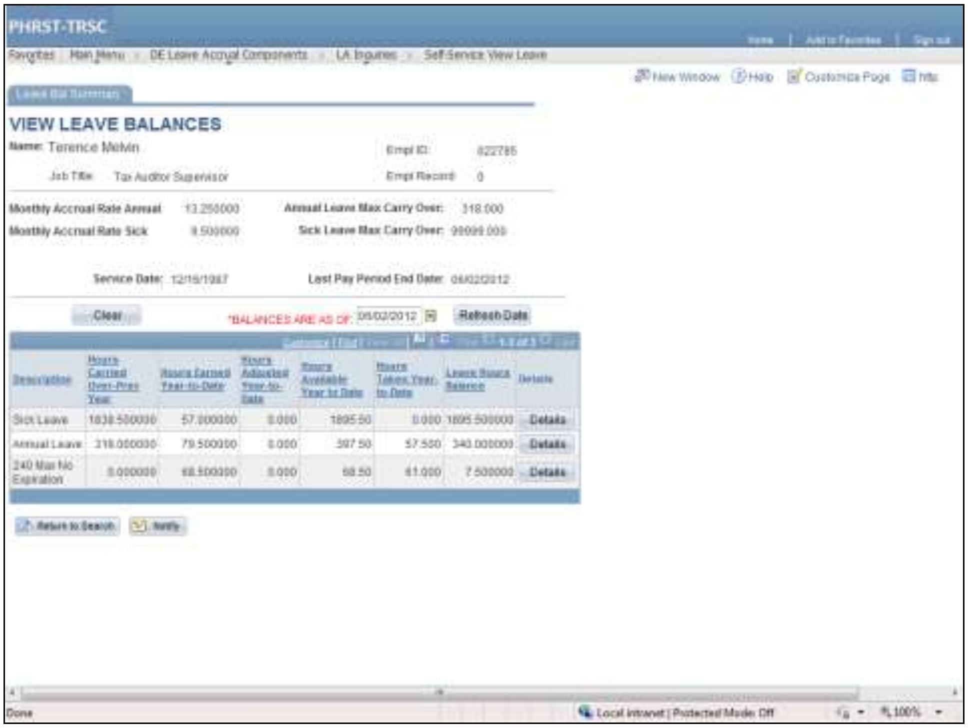
-Navigate to the **View Leave Balances** page
-View Leave Balance information

Approximate time to complete topic: 3 minutes



Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **DE Leave Accrual Components** menu. DE Leave Accrual Components
3.	Click the **LA Inquiries** menu. LA Inquiries
4.	Click the **Self-Service View Leave** menu. Self-Service View Leave

Step	Action
5.	Employees can review balances for their Leave Plans. The **View Leave Balances** page lists balances as of pay period end dates for **Sick Leave**, **Annual Leave**, and **Compensatory Time**.
6.	**Monthly Accrual Rate Annual/Sick** is the number of **Annual Leave** and **Sick Leave** hours an employee accrues per month.
7.	**Service Date** is used to determine months of service for Annual Leave accrual.
8.	**Last Pay Period End Date** is the end date of the last confirmed pay period.
9.	To view historical balances, change the date in the **BALANCES ARE AS OF** field. Any date can be entered; however, the data displayed is as of the closest **Last Pay Period End Date** when the **Refresh Date** button is clicked.
10.	**Description** identifies the Leave Plan.
11.	The **Hours Carried Over Previous Year** remain the same value for the entire calendar year.
12.	**Hours Earned Year-to-Date** displays the number of hours awarded for the plan year as of the pay period end date of the last confirmed pay period.
13.	**Hours Adjusted Year-to-Date** displays the number of hours entered using Leave adjustment codes for the plan year.
14.	**Hours Available Year to Date** displays the sum of **Hours Carried Over-Prev Year** plus **Hours Earned Year-to-Date** minus or plus **Hours Adjusted Year-to-Date**.
15.	**Hours Taken Year-to-Date** displays the total number of hours taken for the plan year.
16.	**Leave Hours Balance** displays the **Hours Available Year-to-Date** minus **Hours Taken Year-to-Date**.



Step	Action
17.	To review specific details of Leave Earned or Taken, click on the corresponding **Details** button. Click the **Details** button. Details
18.	The **View Leave Detail** page lists leave **Earned**, **Taken**, **Adjusted**, and the date and number of hours associated with the **Time Reporting Code**.
19.	This view is displaying all available rows, 1-6 of 6. If additional rows existed, the **View All** link would be available.
20.	Click the **Return** button. Return
21.	Congratulations! You are now able to: - Navigate to the **View Leave Balances** page. - Understand the **View Leave Balances** page. **End of Procedure.**