

4. Click on the header for the Accrual Code column to sort the leave categories by type

Name	Person ID	Worker Type	Primary Labor	Accrual Code 1 ▲	Reporting Period	Accrual Unit	Vested Opening Balance
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5. Find the Comp Time balances.

ACCURAL REPORTING PERIOD
Last Refreshed: 10:24AM

Show: OC HR and Payroll Edit
Time Period: Today Refresh

Name	Person ID	Worker Type	Primary Labor	Accrual Code 1 ▲	Reporting Period	Accrual Unit	Vested Opening Balance	Earned To Date	Taken To Date	Accrual Vested Balance 2 ▲	Planned Takings	Pending Grants	Vested Ending Balance
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	31.30	0.00	8.00	8.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	6.30	0.00	6.30	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	2.15	0.00	2.15	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	5.37	0.00	5.37	0.07	0.00	0.00	0.00	0.07
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	21.45	0.00	21.00	0.45	0.00	0.00	0.00	0.45
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	21.45	0.00	19.45	2.00	0.00	0.00	0.00	2.00
NSFU	0121500/012...	Comp Time	4/01/2010 - 3/31/2011	Hour	0.00	17.15	0.00	13.15	4.00	0.00	0.00	0.00	4.00

The total in the Accrual Vested Balance is what will be paid out in accordance with CSA Rule 10-66 Compensatory Time.

Would this information be helpful in a *Microsoft Office Excel* spreadsheet?

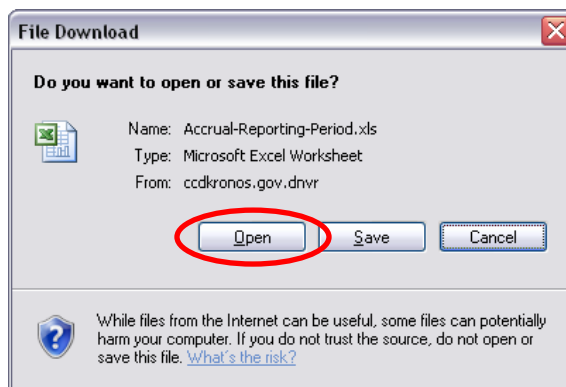
1. Choose Export to Excel under the Actions tab.

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Show: OC HR and Payroll Edit
Time Period: Today Refresh

Actions	Punch	Amount	Accruals	Schedule	Approvals	Payroll Prep	Person	Activities	Leave
Select All									
Process Employee Totals									
E-mail →									
Print →									
Filter Columns									
Export to Excel									
Print to PDF									

2. Click Open to view spreadsheet



3. In the example below the following Sort option was selected:



Microsoft Excel - Accrual-Reporting-Period[1].xls

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Name	Person ID	Worker Type	Accrual Code	Reporting Period	Accrual Unit	Vested Opening Balance	Earned To Date	Taken To Date	Accrual Vested Balance	Planned Takings	Pending Grants	Vested Ending Balance	Wage Rate
29			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	8:00	0:00	8:00	8:00	0:00	0:00	32.91
30			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	4:30	0:00	4:30	0:00	0:00	4:30	30.78
31			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	17:15	13:15	4:00	0:00	0:00	4:00	22.55
32			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	21:45	19:45	2:00	0:00	0:00	2:00	22.05
33			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	21:45	21:00	0:45	0:00	0:00	0:45	22.55
34			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	5:37	5:30	0:07	0:00	0:00	0:07	20.63
35			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	34.24
36			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	22.05
37			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	1:30	1:30	0:00	0:00	0:00	0:00	24.11
38			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	3:00	3:00	0:00	0:00	0:00	0:00	23.58
39			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	19.30
40			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	23.58
41			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	22.55
42			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	22.05
43			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	24.11
44			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	37.61
45			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	8:00	8:00	0:00	0:00	0:00	0:00	37.43
46			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	6:30	6:30	0:00	0:00	0:00	0:00	35.98
47			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	34.41
48			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	36:00	36:00	0:00	0:00	0:00	0:00	23.58
49			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	27.54
50			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	27.54
51			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	23.58
52			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	26.34
53			ESFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:00	0:00	0:00	0:00	0:00	0:00	25.77
54			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	2:15	2:15	0:00	0:00	0:00	0:00	18.15
55			NSFU	Comp Time	4/01/2010 - 3/31/2011	Hour	0:00	0:45	0:45	0:00	0:00	0:00	0:00	19.74

The total in the Accrual Vested Balance is what will be paid out in accordance with CSA Rule 10-66 Compensatory Time.