

## Accessing Leave Accrual Balances

1. Log into the ADP
2. Select the [Time](#) tab.
3. Under **Time and Attendance** click *All other employees: Click [Here](#) to access eTime.*
4. The Enterprise eTime window will open.
5. Under **My Information** select [My Reports](#)
6. Under Available Reports click **Accrual Balances and Projections**

The screenshot displays the ADP Enterprise eTIME web application interface. At the top, there is a navigation menu with tabs for GENERAL, MY QUICKNAVS, TIMEKEEPING, SCHEDULING, MY INFORMATION, and MY CALENDARS. Below the menu, the 'MY REPORTS' section is active, showing a search bar for 'Name & ID' with the value 'Johnson, Tonya L' and '0148071'. A 'Print Screen' button is visible. The 'Available Reports' list includes 'Accrual Balances and Projections' (highlighted), 'Schedule', and 'Time Detail'. The 'Description' for the selected report states: 'Displays an employee's current balances, projected future takings/debits, projected future earnings/credits, and projected balances. Projections of future credits are calculated to the furthest planned taking date.' Below the description, there is an 'As of' dropdown menu set to '8/18/2009, Specific Date' and a red 'View Report' button. The bottom of the screenshot shows the Windows taskbar with several open applications, including 'WPZE-FM - Microsoft...', 'ADP Portal - Microsof...', 'Enterprise eTIME@ - ...', and 'Document1 - Microsof...'. The system clock shows '1:57 PM'.

7. Click the **View Report**
8. The report will reflect your current balances.