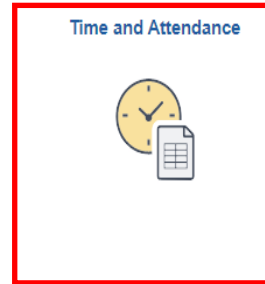


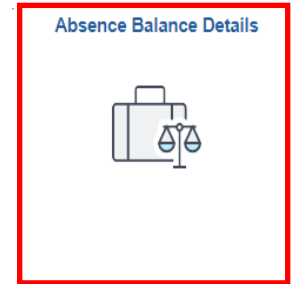
Months in Service

Employees can determine their absence balance details. You can use this tab to determine your vacation accrual rate and maximum allowable carryover rate based on your months of service.

1. Select **Time and Attendance** tile.
2. Select **Absence Balance Details** tile.
3. Select **Allowable Carryover Details** tab.



1



2

Absence Balance Details

3

Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		FMLA		Personal Workforce Summary		State Service		Longevity		Retirement Program	
Name	James T. Kirk	Employee ID#	600111111	Employee Record	0										
Department ID#	301500	Employee Classification	CL	Payroll Status	Active										
State Service Months	117	FLSA Status	Exempt	6-Month Service Eligible	Yes										

Absence Balance Details

Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		FMLA		Personal Workforce Summary		State Service		Longevity		Retirement Program	
Name	James T. Kirk	Employee ID#	600111111	Employee Record	0										
Department ID#	301500	Employee Classification	CL	Payroll Status	Active										
State Service Months	117	FLSA Status	Exempt	6-Month Service Eligible	Yes										

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Current Carryover Details

Personalize | Find | First 1 of 1 Last

Current Service Months	Current Accrual Rate	Current Vacation Balance	Maximum Carryover	Projected Accruals	Projected Vacation Balance	Projected Transfer to Sick
115	10.00	194.00	268.00	50.00	244.00	0.00

4

*Projected Accruals hours are based on current accrual rate. Carryover details are based on a Full-time equivalent position. Part-time employees will accrue and carry forward on a proportionate basis.

Historical Carryover Details

Historical Adjustment Dates	Historical Carryover Adjustments
09/01/2021	
09/01/2022	-12.00

Vacation Leave Accrual Rate and Maximum Allowable Carryover

State Service Months	Hours Accrued Per Month	Allowable Accrued Hours to Carryover
0 to 23	8.00	180.00
24 to 59	9.00	244.00
60 to 119	10.00	268.00
120 to 179	11.00	292.00
180 to 239	13.00	340.00
240 to 299	15.00	388.00
300 to 359	17.00	436.00
360 to 419	19.00	484.00
420 to 999	21.00	532.00

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4. **Current Service Months** are indicated in this box.

5. **Current Accrual Rate** is indicated in this box.

6. **Maximum Carryover** hours are indicated in this box.

7. The **Current Service Months** and **Current Accrual Rate** show your **Maximum Carryover**.