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.

- **Current Service Months** are indicated in this box.
- **Currant Accrual Rate** is indicated in this box.
- **Maximum Carryover** hours are indicated in this box.
- 7. The Current Service Months and Current Accrual Rate show your Maximum Carryover.