

Viewing Leave Balances and Accrual Rates

This article covers how employees can view their leave balances and leave accrual rates.

Viewing your available leave balances can help you track your available sick leave, vacation leave, personal holiday, compensatory time, and state service.

The Graduated Vacation Chart shows how much leave you accrue each month based on your years of service.

1. Log in to the campus portal and select Employee Homepage.

View <u>How Do I Access the Employee Homepage/Employee Self Service?</u> for step-bystep instructions.

2. Click CSU Time.

CSU The California State University	All 👻	Search in All Content	C
Employee Self Service -			
CSU TAE Appt Notice		CSU Time	CSU Personal Details

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3. Select CSU Employee Balance Inquiry.

K Employee Self Service
🗞 Timesheet 🔨 🔨
Enter Time
Exceptions
CSU Report No Leave Taken
Weekly Time Summary
Payable Time
Request Absence
Cancel Absences
In View Requests
CSU Employee Balance Inquiry

4. Click on a tab to view information on that leave type or click Show all columns to view all available leave types on the same screen.

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	Last Name	First Name	Payroll Status	Empl ID	Empl Rcd	Department	Union Code	Last Finalized Period	Balances As Of	Sick Balance	Vacation Balance	Personal Holiday	Details
		Lilith	Active	1	0	10138	R07	CONVERSION	06/30/2023	286.00	342.90	1	Details

The Employee Balance Inquiry screen appears. Click on a tab or click the Show all columns icon to view all tabs on a single screen.

A. Absence Balances tab

• Sick, Vacation, and Personal Holiday

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B. Compensatory Time tab

• CTO, Holiday Credit, Holiday CTO, Excess, and ADO balances

C. Service Accrual tab

• Service Accrual, Service Accrual Carryover, Sick Carryover, Vacation Carryover, and Service Accrual Carryover FTE

D. PTO Balances tab

• PTO Balances

E. ETO Balances tab

ETO Balances

F. Show all columns

• View all of the tabs on a single screen

5. Click Details to view additional details on your balances.

Absence Balances	Compe	ensatory Tin	ne Service	Accrual	PTO Balance	es ETO	Balances III					
Last Name	First Name	Payroll Status	Empi ID	Empl Rcd	Department	Union Code	Last Finalized Period	Balances As Of	Sick Balance	Vacation Balance	Personal Holiday	Details
1 de Tempscire	Lilith	Active	1	0	10138	R07	CONVERSION	06/30/2023	286.00	342.90	1	Details

5.1. Click on a link to view details for that balance type. Click Return to Summary to go back to the previous page.

Note that when CHRS first goes live, there will only be a lump sum number marked as "conversion" but as time goes on and you accrue more leave credits/state service, those accruals will appear as individual rows in this view.



	Lilith de Tempscire	RCD 0	Last Finalized Per	iod CONVERS	SION		
Department 10138	Human Services	Union R07 Code	Payroll Status	Active			
Absences and State	Service						
Vacation Sick	Personal Holiday	Vacation SS					
Compensatory Time							
СТО	Holiday CTO ADO						
acation Balances							
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Pariad ID	Balances as of Date	Previous Balance	Taken E	arned	Adjusted	Catastrophic Donated	Bala
Felloa ID							

- A. Click on a link in the Absences and State Service section to view details of absence leave types such as Vacation, Sick, Personal Holiday, and Vacation SS.
- B. Click on a link in the Compensatory Time section to view details of compensatory time such as CTO, Holiday CTO, and ADO.
- C. Details of your selected balance type will appear in the table.
- D. Click **Return to Summary** to go back to the previous page.

6. Click Graduated Vacation Chart to view the leave accrual rates based on years of service.

En	nployee Balan	ce	Inquiry	,
	Q			
	Absence Balances	;	Compe	ensatory Tim
	Last Name	Fi	rst Name	Payroll Status
	de Tempscire	Lil	ith	Active
Gra	duated Vacation Ch	art		

6.1. Review the chart. Click the x at the top right of the chart or click Return at the bottom left to close the chart.

The Graduated Vacation Chart shows vacation accrual rates based on state service months and the maximum vacation and CTO credits based on bargaining unit.



	CRUAL RATES		SUMMARY OF MAXIMUM VACATION AND CTO CREDITS							
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCURAL RATE	DAYS ACCRUED PER YEAR	BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: 10 YEARS OR LESS SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE			
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10	M98	N/A	N/A	480 HOURS	480 HOURS			
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15	M80	N/A	N/A	384 HOURS	440 HOURS			
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17	UNIT 1	N/A	N/A	320 HOURS	440 HOURS			
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19	UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS			
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21	UNIT 3	N/A	N/A	320 HOURS	440 HOURS			
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23	UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS			
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24	UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS			
ATION ACCRUAL RATES FOR ELIGIBLE CLASSFICIA	ATIONS IN		UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS			
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (UNIT 3) AND ACADEMIC STUDENT (UNIT 11)	16	24	UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS			
			UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 HOURS			
			UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS			
			UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS			
			UNIT 11	N/A	N/A	80 HOURS	80 HOURS			
			E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS			
			C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS			

Need More Help?

For questions about your specific entries or reporting requirements for your position, contact your department timekeeper or <u>Payroll</u> at 657-278-2521 or <u>payroll@fullerton.edu</u>.

For training and how-to assistance, contact IT Training at 657-278-5647 or <u>ittraining@fullerton.edu</u>.

For technical assistance, contact the IT Help Desk at 657-278-7777 or <u>helpdesk@fullerton.edu</u>.