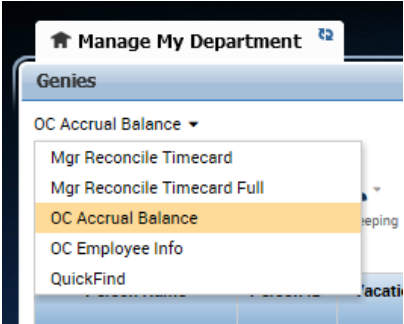


MANAGERS – ACCURAL BALANCE

Objective To review employee’s accrual balances in WFC

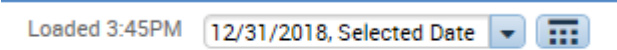
Purpose To run report of remaining accrual balances at a specific day for employees (ie. sick, vacation, overtime)
This report accounts for both taken and planned time.
It is recommended that this genie be reviewed prior to approving timecards.

1 Choose Genies called **OC Accrual Balance**



The screenshot shows a 'Manage My Department' interface with a 'Genies' dropdown menu. The menu items are: 'OC Accrual Balance' (highlighted in orange), 'Mgr Reconcile Timecard', 'Mgr Reconcile Timecard Full', 'OC Employee Info', and 'QuickFind'.

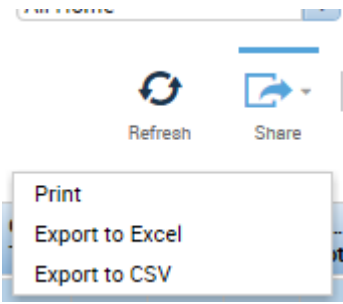
2 Change date as required. The date chosen accounts for all approved planned time up to that date. For remaining totals for the year – choose **December 31, 20XX**.



The screenshot shows a date selection interface with the text 'Loaded 3:45PM' and a dropdown menu displaying '12/31/2018, Selected Date'.

3 **Exporting Genie Data**

Workforce Genies display critical information in an easy-to-read format. You can print this information or export the data to other applications, such as Microsoft Excel, where you can reformat the data for your business needs.



The screenshot shows a toolbar with 'Refresh' and 'Share' buttons. A dropdown menu is open, showing options: 'Print', 'Export to Excel', and 'Export to CSV'.