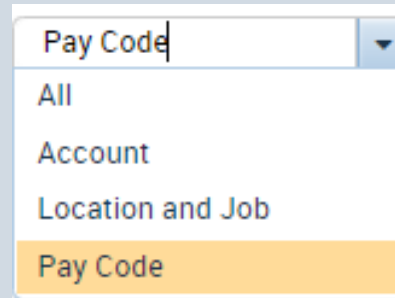


Steps

You can also click the Pay Code drop down if you want to view other information such as location and job or which account the hours are going to.

Screenshots



The **Accruals** tab will show you the balance of every accrual bucket. You will be able to scroll down and validate your accruals before making a request for time off.

A screenshot of the 'Accruals' tab in a software interface. The 'Accruals' tab is selected and highlighted with a red box. Below the tab is a table with two columns: 'Accrual Code' and 'Accrual Available Balance'. The table contains three rows of data.

Accrual Code	Accrual Available Balance
Sick Leave Bank	0.0
Sick Leave Donation	0.0
Vacation	16.0

The **Audits** tab will allow you to see any changes made to your timecard. This is equivalent to your view in the audits widget and can be equivalently filtered.

A screenshot of the 'Audits' tab in a software interface. The 'Audits' tab is selected and highlighted with a red box. Below the tab is a table with four columns: 'Date', 'Time', 'Type', and 'Account'. The table contains three rows of data.

Date	Time	Type	Account
10/09/2020	8:00AM	Add Punch	
10/12/2020	4:31PM	Add Punch	
10/12/2020	8:00AM	Add Punch	

The last section is **Historical Corrections** and this will show you any historical edits made on your time sheet. If you are eligible to make a historical correction on an employee's timecard refer to the job aid [here](#).

A screenshot of the 'Historical Corrections' tab in a software interface. The 'Historical Corrections' tab is selected and highlighted with a red box. Below the tab is a table with two columns: 'Pending' and 'Historical Date'. The table is currently empty.

Pending	Historical Date
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