

eSuite Accrual Information: This is an example, your numbers will vary

Accrual Information

Choose a year

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
▶ Sick Leave	88.9000	4.0000	0.0000	92.9000	13.27
▶ Personal Leave	10.5000	13.0000	10.5000	13.0000	1.86

The columns in the Accrual information in eSuite represent the same information as on the paystubs, however they are displayed based on calendar year.

The starting balance column shows your balance as of 1/1/2025.

The Hours Earned column shows any earned leave time since 1/1/2025. Again ignore hours, it's days!

The Hours Taken column shows any leave time taken since 1/1/2025. Again ignore hours, it's days!

The Ending Balance column shows your current leave time balance. This should always match your most recent paystubs ending balance.

The days column should be ignored. It is taking the ending balance and dividing it by 7. Since the ending balance is already days, it is a pointless column.