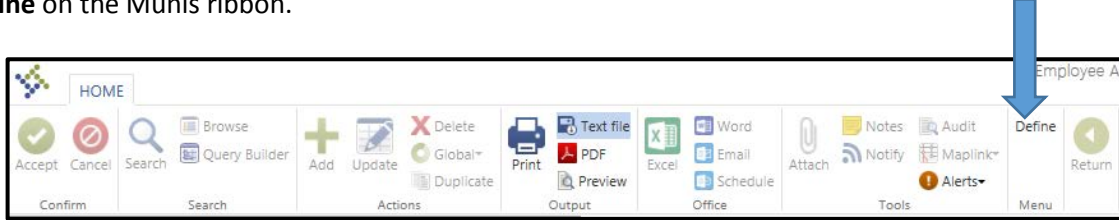


EMPLOYEE ACCRUALS REPORT

Open the Employee Accruals Report under the Remote Time Entry section on the Tyler Menu.
Click **Define** on the Munis ribbon.



Option 1: YTD detail of a single employee--complete the screens as shown below

Main Tab

- Execute this report-NOW
- Report Option-YTD Balance Report
- Single Employee-check the box and enter the employee number
- Do not check Show Totals

Print Options Tab

- Check Include Zero Balances
- Check Print Detail History
- Enter Date Range

Accruals Tab-No Changes Needed

The image shows two screenshots of the Employee Accruals Report form. The left screenshot shows the 'Main' tab with the following fields: 'Execute this report' (Now), 'Report Option' (YTD Balance Report), 'Single Employee' (checkbox), 'Show Totals' (checkbox), 'Limit' (0.0000), 'Sort Order' (Name), 'Location' (to ZZZZ), 'Org' (to ZZZZZZZZ), 'Group/BU' (to ZZZZ), and 'Active Status' (ACTIVE). The right screenshot shows the 'Print Options' tab with the following fields: 'Column 1' through 'Column 4' (dropdowns), 'Print SSN' (checkbox), 'Include Zero Balances' (checkbox), 'Page Break on Location' (checkbox), 'Page Break on Employee' (checkbox), 'Exclude Inactive Accruals' (checkbox), 'Print Detail History' (checkbox), 'Print Past Table Detail' (checkbox), and 'Date' (07/01/2016 to 06/30/2017).



Click Accept.

Click PDF.

Open and Print or Save report.

Option 2: Accrual summary of a single employee

- Select Report Option-Earned\Used Report on the Main tab
- Complete other fields as shown above