Viewing Leave Accrual Balances

To view leave accrual balances in TIM, follow these steps:
1. Sign in to TIM using the Self-Service Tab in Connect Carolina.
2. Click the **Open my Timecard Arrow** in the My Timecard Tile.
3. Click the **Accrual Tab** at the bottom of your timecard.

Result: The Accruals window will display all current leave balances as of the start date.

Projecting Leave Accrual Balances

To view projected leave accrual balances in TIM, continue with these steps:
1. Click the **Calendar Icon** beside **Current Pay Period**, in the top right of the timecard.
2. Click **Select Range** from the drop-down menu.

Result: The Date Range window will open.
3. Select a date in the future by entering a start date. The system will default the end date to the same as the start date.
   **Note:** For the most accurate projected balances, selecting the same start and end date is recommended.
4. Click **Apply**.

Result: Leave accrual projections will automatically display in the accrual window at the bottom.

Examples: In the examples below, the user selected a date 6 months in the future to project vacation leave accruals.