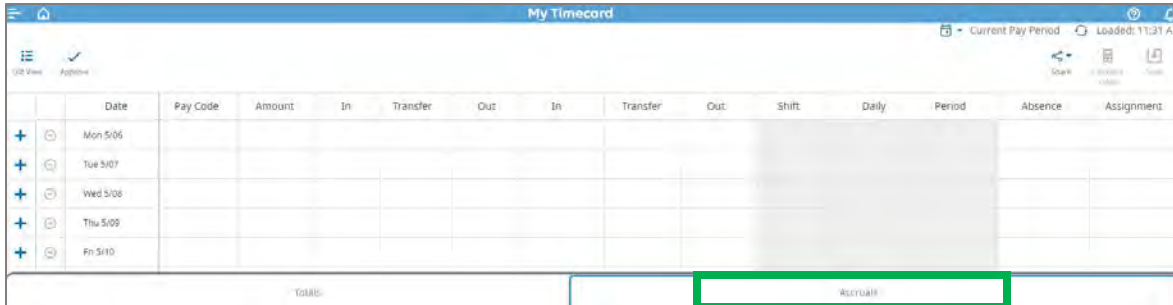


Viewing Leave Accrual Balances

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.

Remember: Projections are based on system calculations if no leave is taken between now, and the time the calculation is projected. Also, all hours of Vacation Leave accrued that exceed 240 hours will be converted to Sick Leave on January 1st of each year.

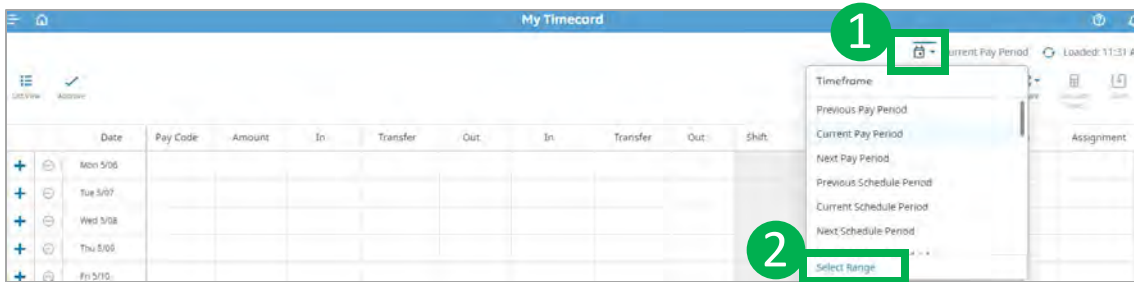


Result: The Accruals window will display all current leave balances as of the start date.

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 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.

