

Paid Time Off

Accrual Rate & Balance in UKG

Texas Health Employees

How PTO is Accrued	You accrue PTO daily. Each day you work, you receive an accrual added to your PTO balance. Your daily PTO accrual is based on both the number of hours you work each day and your years of service.
Accrual Rates	Weekly rates can be found here . To calculate daily accrual rate: <ol style="list-style-type: none">1. Login to UKG2. Using My Accruals Tile, locate your PTO balance the day before and after a full day of full work3. Subtract the day after balance from the day before balance NOTE: Due to system rounding, UKG may show .01 per day more than the PTO calculations you do on your own (ex: in Excel)
Accrual Maximum	UKG has a weekly maximum of PTO. If you work over your standard hours in a week, WFM will reduce your PTO balance on Saturday to the weekly maximum.

Clinic Practice & Urgent Care Staff

How PTO is Accrued	You accrue PTO each day of the pay period. Your daily PTO accrual is based on your years of service.
Accrual Rates	Pay Period Rates can be found here for Clinic Practice Staff or here for Urgent Care Staff. To calculate daily accrual rate: <ol style="list-style-type: none">1. Login to UKG2. Using My Accruals Tile, locate your PTO balance on one day and subtract the balance of the day before.
Accrual Maximum	UKG has a bi-weekly maximum of PTO.

PTO Balances

Where to View PTO Balance	<p>Locate your My Accruals tile on the UKG homepage. This tile shows your balance as of today.</p> <p>To move this tile to the top of your screen, click on it and drag it to the top.</p> <p>NOTE: other screens such as My Schedule, My Calendar, and the My Time Off tile may show your current PTO balance minus any future PTO requests you have entered.</p>
----------------------------------	--