

Viewing Your PTO Balance - App

In UKG, you can view your current PTO balance in multiple places and in different ways.

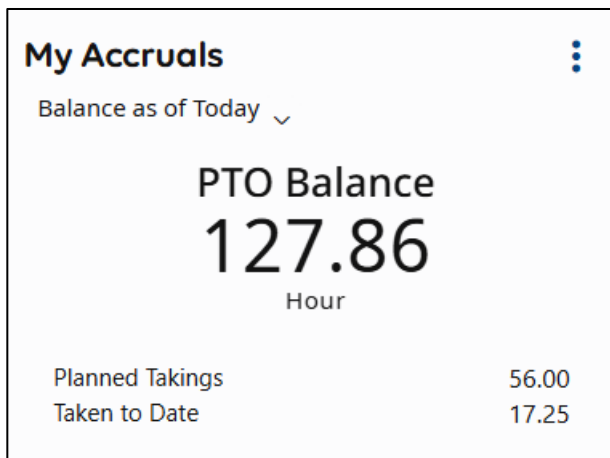
Option #1: My Accruals Tile (recommended)


What You'll See: Your balance as of today. It also shows the time off requests:


- you have entered and are approved by your manager (Planned Takings)
- you have taken this year (Taken to Date)

How to Access:

Locate the My Accruals tile on the homepage of UKG.



My Accruals 

Balance as of Today 

PTO Balance
127.86
Hour

Planned Takings	56.00
Taken to Date	17.25

Tip:

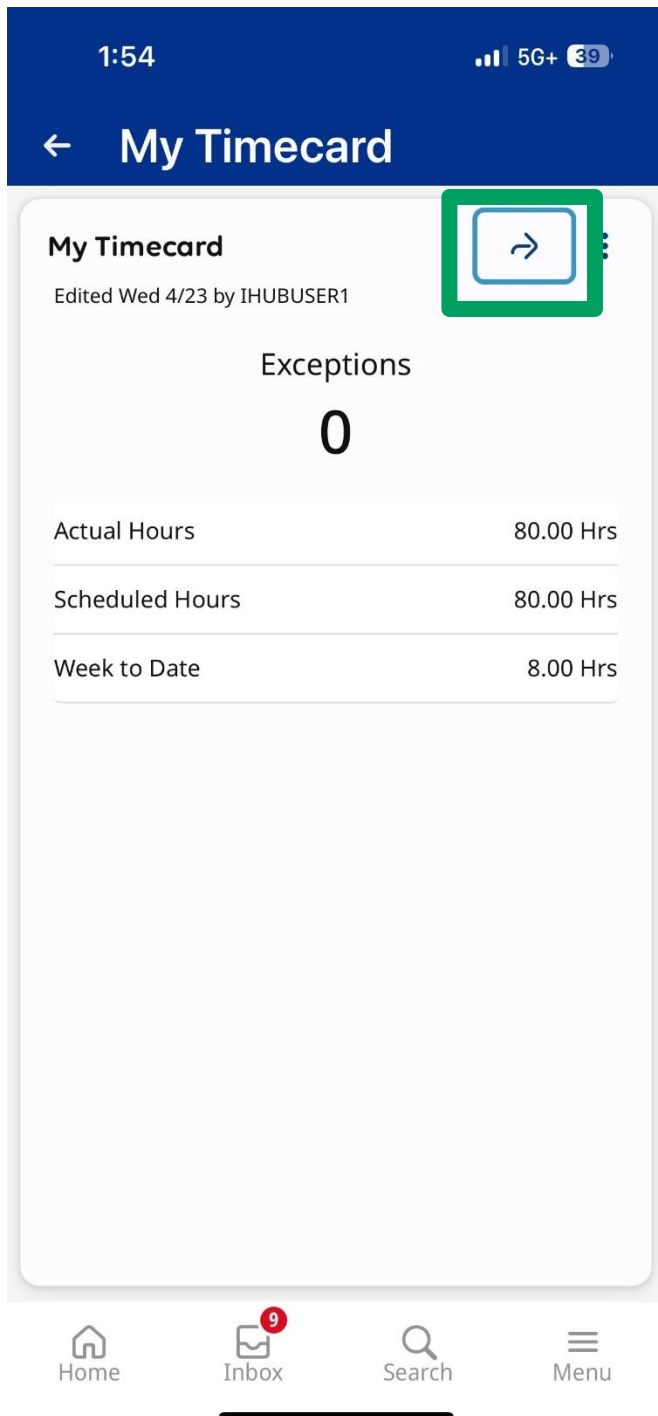
- This tile is generally updated mid-day.

Option #2: My Timecard Page

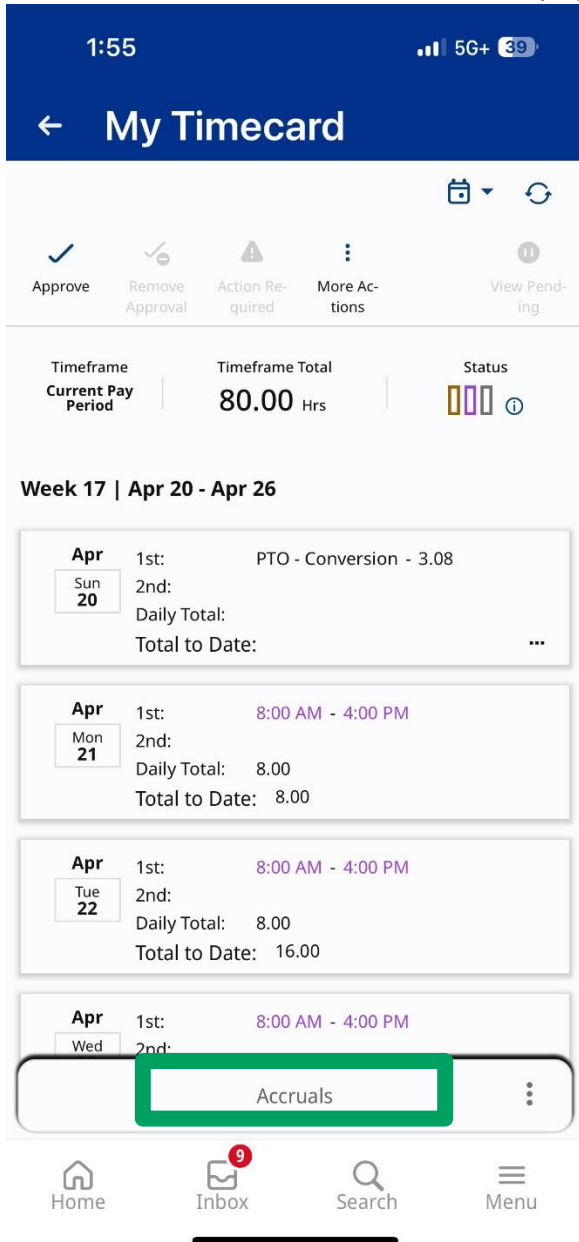
What You'll See: As you select different dates, the PTO balance will change based on the date you select.

How to Access:

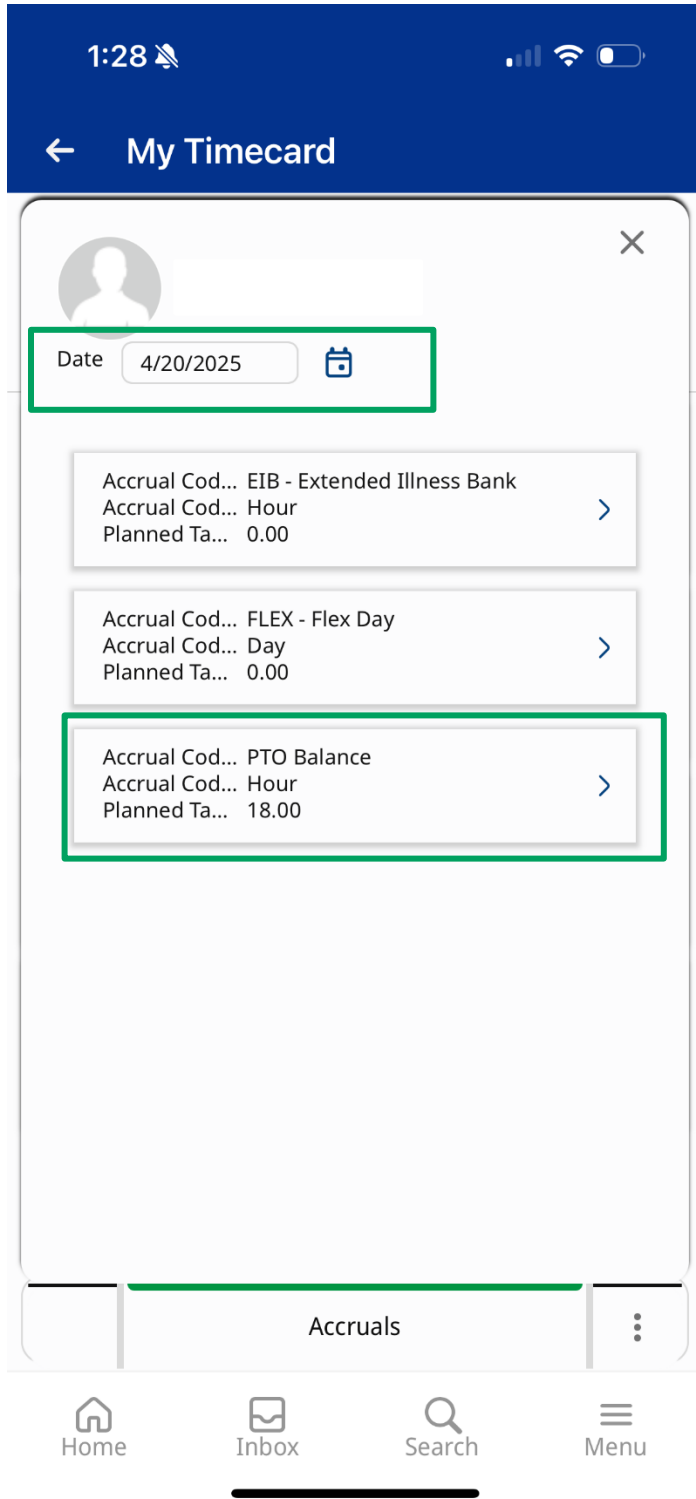
1. Click the arrow on the top right of the My Timecard tile



2. Select Accruals at the bottom of the page

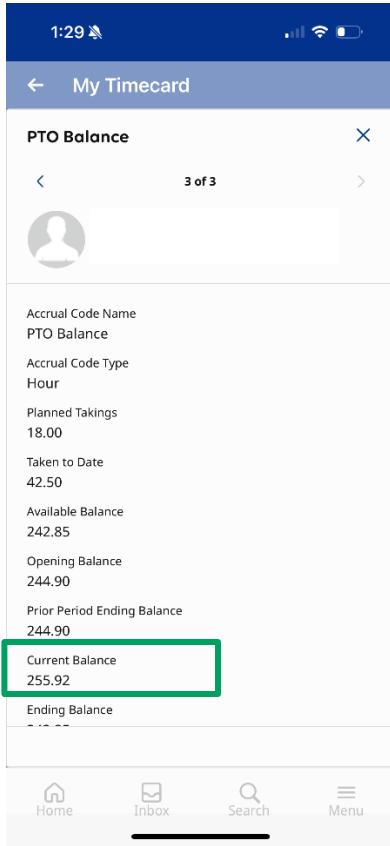


3. Choose the date you want to view and then select PTO Balance



4. Comparing the balance from one day to the next shows the Current Balance increases.

April 20th:



April 21st:

