

Viewing Your PTO Balance - Web

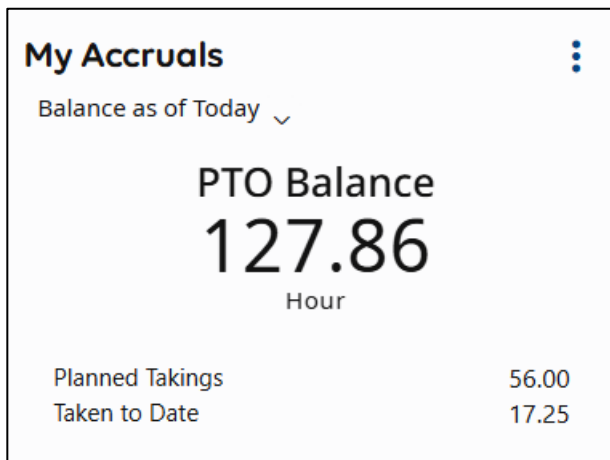
In UKG, you can view your current PTO balance in multiple places and in different ways.

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 have been approved by your manager (Planned Takings) as well as the time off you have taken this year (Taken to Date).

How to Access:

Locate the My Accruals tile on the homepage of UKG.



Tip:

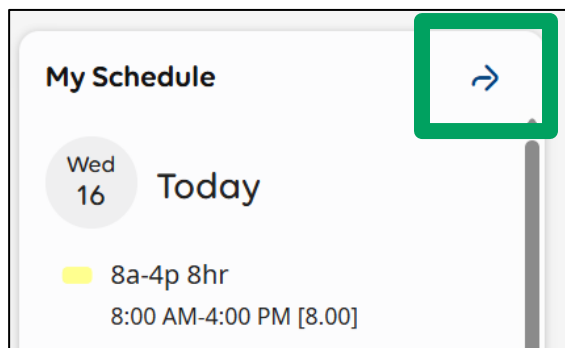
- This tile is generally updated mid-day.
- This tile is often located at the bottom of all your tiles. You can easily drag and drop this tile to the top so you can review your PTO balance more easily.

Option #2: My Schedule Page

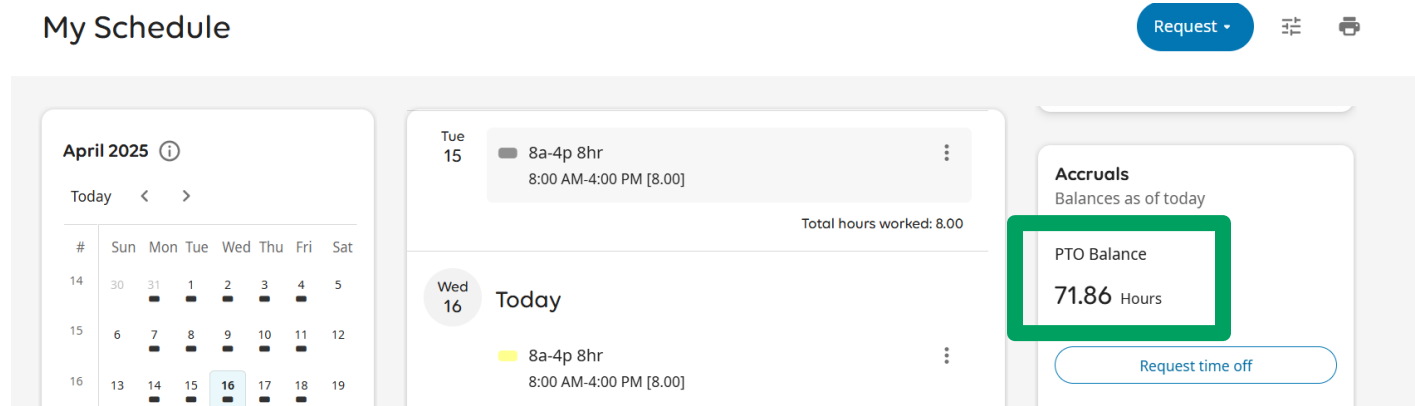
What You'll See: Your current balance minus any future PTO you have entered in UKG that has been approved.

How to Access:

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



2. Scroll down to the Accruals section on the far right of the screen to see the balance.

A screenshot of the 'My Schedule' page. At the top left, it says 'My Schedule'. On the top right, there is a blue 'Request' button and two icons. Below this, there is a calendar for 'April 2025' showing dates 14, 15, and 16. To the right of the calendar is a schedule card for 'Tue 15' showing a shift from '8a-4p 8hr' with the time range '8:00 AM-4:00 PM [8.00]' and 'Total hours worked: 8.00'. Below that is a card for 'Wed 16 Today' showing a shift from '8a-4p 8hr' with the time range '8:00 AM-4:00 PM [8.00]'. On the far right, there is an 'Accruals' section titled 'Balances as of today' which shows 'PTO Balance 71.86 Hours'. This section is highlighted with a green rectangular box. Below the PTO balance, there is a 'Request time off' button.

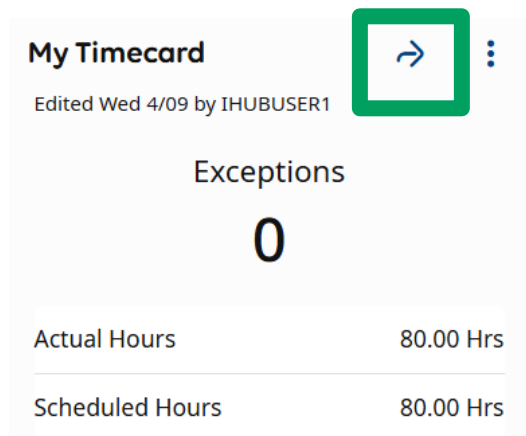
In this section of UKG, the PTO balance subtracts the planned 56 hours of PTO that have been requested and approved.

Option #3: My Timecard Page

What You'll See: As you click 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



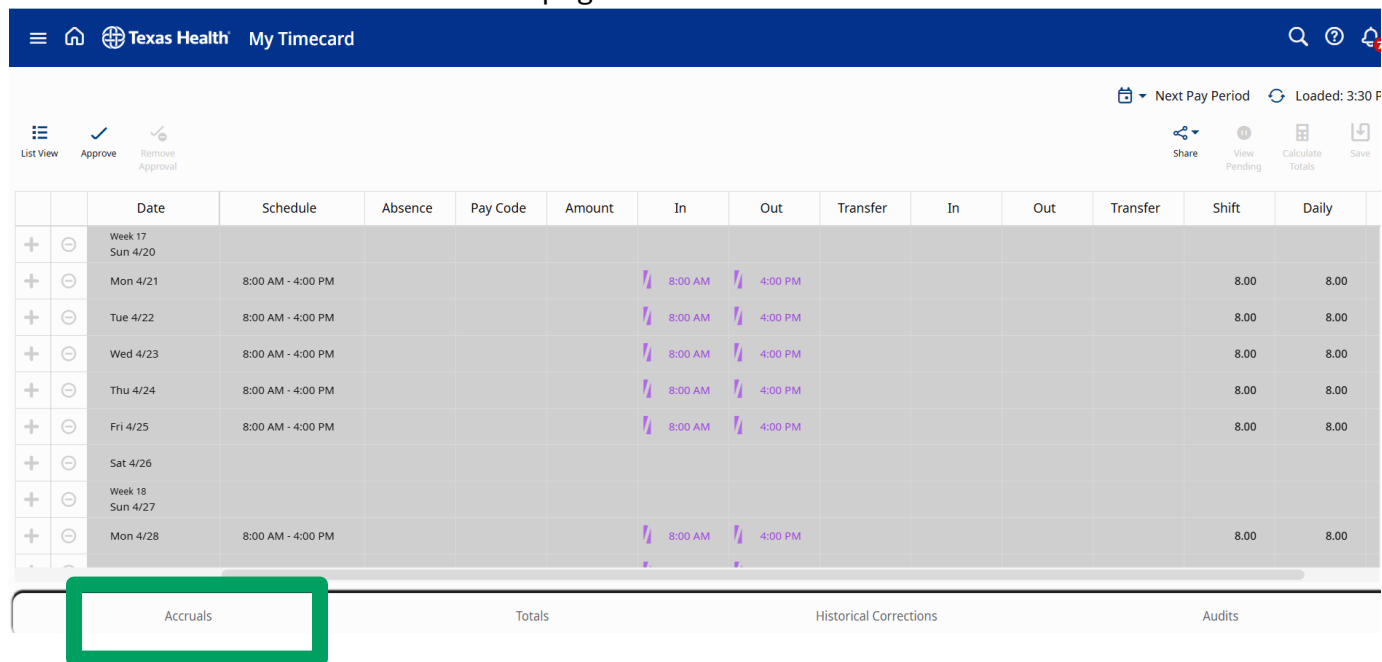
My Timecard
Edited Wed 4/09 by IHUBUSER1

Exceptions
0

Actual Hours 80.00 Hrs

Scheduled Hours 80.00 Hrs

2. Select Accruals at the bottom of the page



Texas Health My Timecard

Next Pay Period Loaded: 3:30 P

List View Approve Remove Approval Share View Pending Calculate Totals Save

		Date	Schedule	Absence	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily
+	-	Week 17 Sun 4/20												
+	-	Mon 4/21	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00
+	-	Tue 4/22	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00
+	-	Wed 4/23	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00
+	-	Thu 4/24	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00
+	-	Fri 4/25	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00
+	-	Sat 4/26												
+	-	Week 18 Sun 4/27												
+	-	Mon 4/28	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00

Accruals Totals Historical Corrections Audits

3. On the PTO Balance row, you can see your planned takings, taken to date, and current balance.

The screenshot shows the Texas Health My Timecard interface. At the top, there is a navigation bar with the Texas Health logo and 'My Timecard' text. Below this, there are several icons for 'List View', 'Approve', and 'Remove Approval'. On the right side, there are icons for 'Share', 'View Pending', and 'Save'. The main area displays a calendar view with columns for Date, Schedule, Absence, Pay Code, Amount, In, Out, Transfer, In, Out, Transfer, Shift, and Daily. Below the calendar, there is a summary table with columns for Accrual Code Name, Planned Takings, Taken to Date, and Current Balance. The 'PTO Balance' row is highlighted with a green box, showing a Planned Takings of 0.00, Taken to Date of 9.25, and Current Balance of 259.57.

Accrual Code Name	Planned Takings	Taken to Date	Current Balance
FLEX - Flex Day	0.00	0.00	1.00
PTO Balance	0.00	9.25	259.57

4. If you select a date at the top of the screen, and then select another date, you'll notice the current balance changes based on your accrual rate for hours worked or scheduled for that day.

Mon 4/07 is selected:

The screenshot shows the Texas Health My Timecard interface with 'Mon 4/07' selected in the calendar. The summary table below shows the updated values for the 'PTO Balance' row, which is now highlighted with a green box. The Planned Takings is 56.00, Taken to Date is 17.25, and the Current Balance is 121.94.

Accrual Code Name	Planned Takings	Taken to Date	Current Balance
PTO Balance	56.00	17.25	121.94

Tues 4/08 is selected:

Texas Health My Timecard

Current Pay Period | Loaded: 3:41 PM

List View | Approve | Remove Approval | Share | View Pending | Calculate Totals | Save

	Date	Schedule	Absence	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	F
+ -	Week 15 Sun 4/06			PTO - Con...	1.85	12:00 AM								
+ -	Mon 4/07	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00	
+ -	Tue 4/08	8:00 AM - 4:00 PM				8:00 AM	4:00 PM					8.00	8.00	

Accrual Code Name	Planned Takings	Taken to Date	Current Balance
PTO Balance	56.00	17.25	122.93

Balance has increased by .99 hours (employee works 8 standard hours and has 12 years of service)