



Quick Tip: Viewing PTO Balances

For Community Version 5.x
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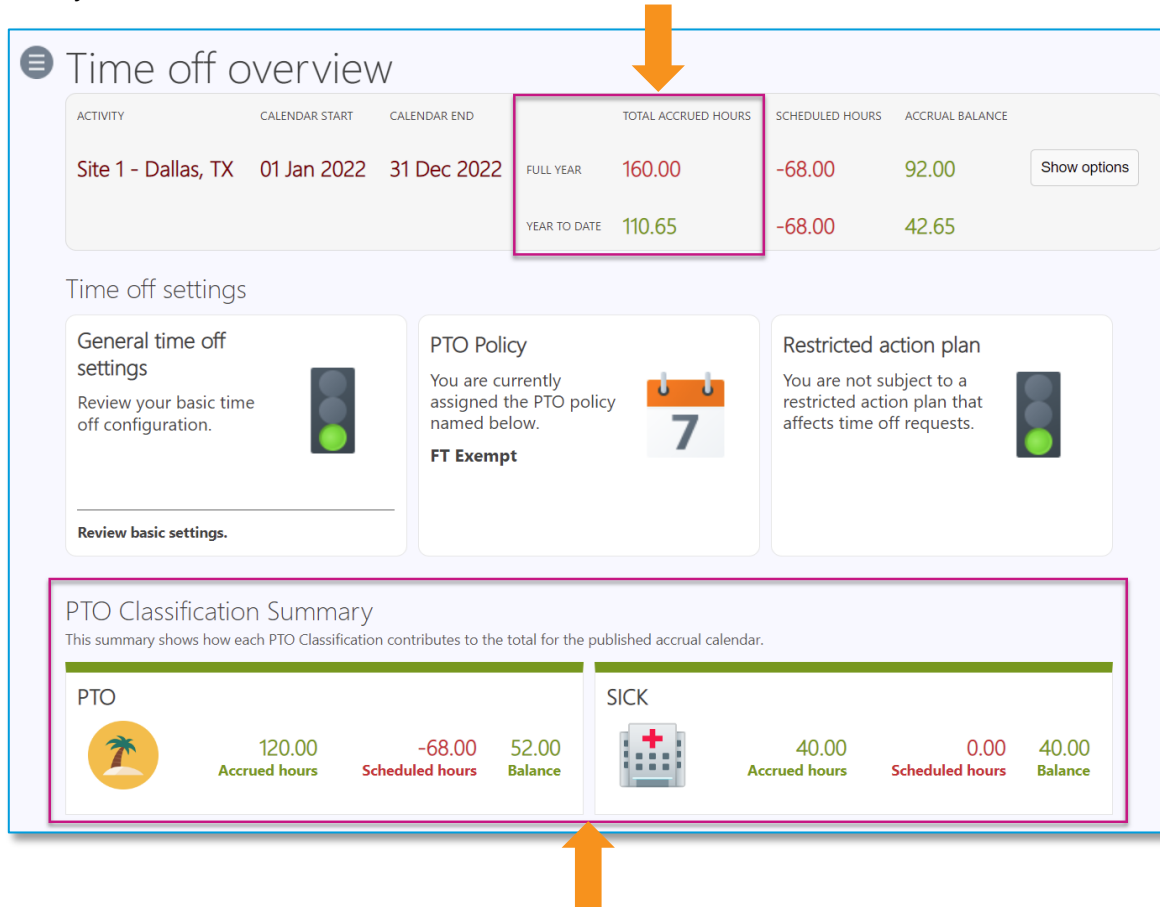
Notes

- This applies to centers using the advanced vacation features and tracking time off accruals within Community.
- Time off accrual balances may not match balances from outside systems, depending on the integrations at your center. Please confirm any discrepancies with your supervisor.

Where can I see my time off balances?

The Time Off Worksheet (Plan > Time off worksheet) includes your PTO balance information.

At the top of the page, you can see both the scheduled annual accrual (Full year) and how much time you have accrued so far (Year to date). These totals include all classifications.



Time off overview

ACTIVITY	CALENDAR START	CALENDAR END	TOTAL ACCRUED HOURS	SCHEDULED HOURS	ACCRUAL BALANCE		
Site 1 - Dallas, TX	01 Jan 2022	31 Dec 2022	FULL YEAR	160.00	-68.00	92.00	Show options
			YEAR TO DATE	110.65	-68.00	42.65	

Time off settings

General time off settings

Review your basic time off configuration.

Review basic settings.

PTO Policy

You are currently assigned the PTO policy named below.

FT Exempt

Restricted action plan

You are not subject to a restricted action plan that affects time off requests.

PTO Classification Summary

This summary shows how each PTO Classification contributes to the total for the published accrual calendar.

Classification	Accrued hours	Scheduled hours	Balance
PTO	120.00	-68.00	52.00
SICK	40.00	0.00	40.00

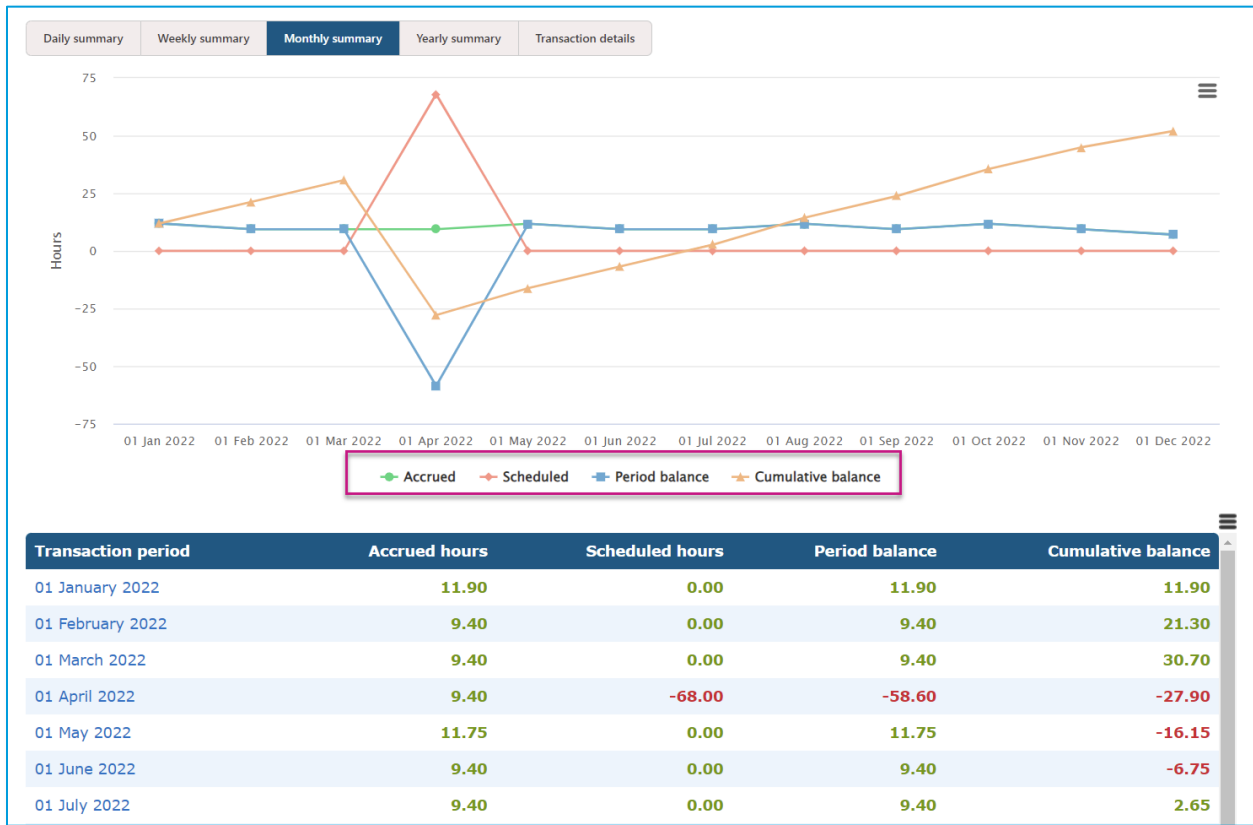
The PTO Classification Summary includes your **annual** accrual, scheduled hours, and expected end of year balance (based on current scheduled hours) within each classification.

To view details for a classification, click on the classification tile.

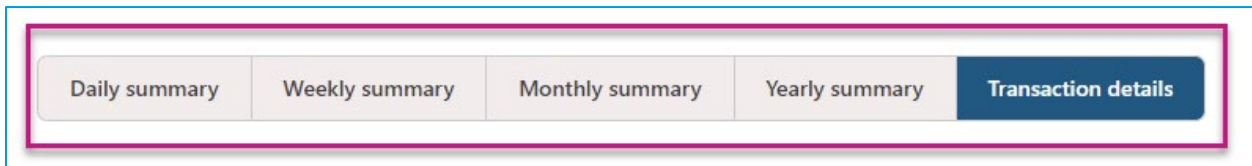


The **Published Accrual Summary Report** includes a graphic display and table for the selected classification with

- Accrued balance (total hours accrued as of this day/week/month/year)
- Scheduled time off (hours scheduled off this day/week/month/year)
- Period balance (time earned/taken this day/week/month/year)
- Cumulative balance (total earned to date minus any time taken)



Tabs at the top allow viewing by day, week, month, year, or viewing transaction details (dates when time off is accrued or taken – table only).

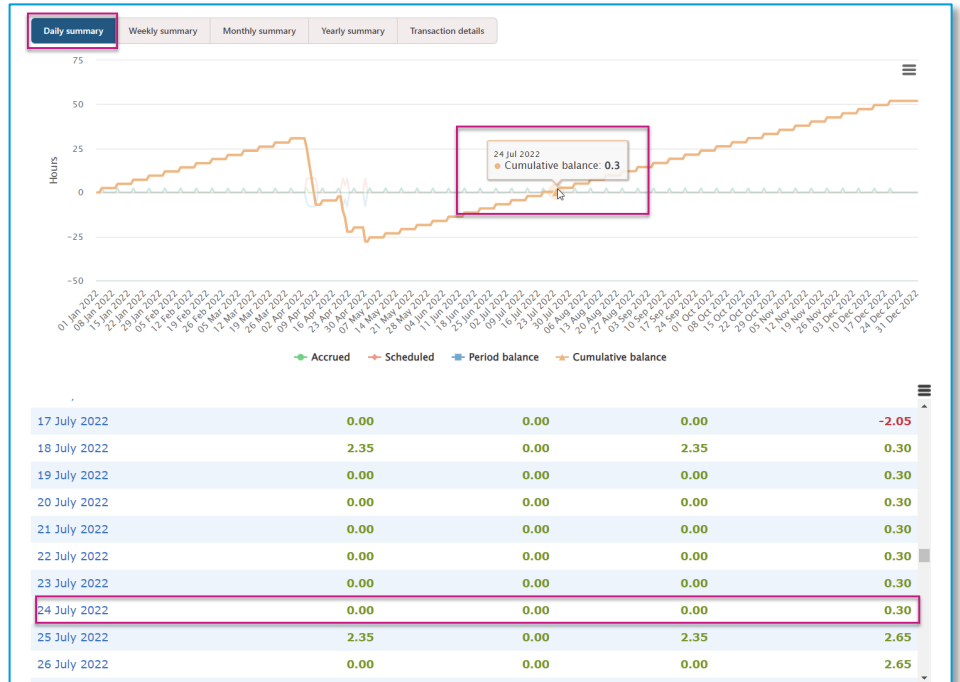




How do I see today's balance?

Click *Daily summary* in the **Published Accrual Summary Report**.

- Hover over the *Cumulative balance* line in the graph and hover until you reach today. The pop-up text includes your available balance as of today.



OR

- Scroll down in the table until you reach today's date. The last column on the right is your available balance as of today.

If you use the mobile app Community Everywhere, you can view your full year (FY) and year-to-date (YTD) balances on the Dashboard.

