

Paid Leave Balances

ExponentHR provides each employee the ability not only see current available paid leave balances, but also the forecasted balance amount of any date within the future. Based on the future date selected, the Employee Leave Estimator will automatically estimate how much paid leave hours you will have accumulated by then. This estimate can also take into account any requested or approved paid leave between now and the selected date.

Below is an example of the Employee Leave Estimator determining what the employee's balance will be on the first pay date following the end of the year.

Employee Leave Estimator

Employee: RYAN, JACK R - Y00048

Plan: VACATION

Date: 08/31/2021 Include accrual thru following pay date

Apply Scheduled Leave: Approved Requested

Summary

Current Balance	Hours Taken	Hours Accrued	Projected Balance
104.8069	0.0000	15.5772	120.3841

Detail of Estimate

Date	Description	Hours Taken	Hours Accrued	Total Hours
6/8/2021	Accrual for 05/24/2021 thru 06/08/2021		2.5962	107.4031
6/23/2021	Accrual for 06/09/2021 thru 06/23/2021		2.5962	109.9993
7/8/2021	Accrual for 06/24/2021 thru 07/08/2021		2.5962	112.5955
7/25/2021	Accrual for 07/09/2021 thru 07/25/2021		2.5962	115.1917
8/8/2021	Accrual for 07/26/2021 thru 08/08/2021		2.5962	117.7879
8/24/2021	Accrual for 08/09/2021 thru 08/24/2021		2.5962	120.3841

Enter the future date on which you would like to know your forecasted paid leave balance

Paid leave balance that is estimated to be available on the selected date

Known upcoming paid leave transactions used to determine the projected balance

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support at (866) 612-3200 or support@exponenthr.com.

How to View Current Paid Leave Balances

Time and Pay > Paid Leave Summary

In the Paid Leave widget on your employee dashboard, you are able to see your current balance. Detailed transactions related to your balance can be viewed on the Paid Leave Summary page.

1. Navigate to the Paid Leave Summary page where you can see:
 - How many hours carried over from prior plan year
 - How many hours you have accrued this plan year so far
 - How many hours have already used so far in the current plan year
 - The total amount of hours currently available for you to use
2. Click the **Detail** button next to a respective plan to view the transactional history for the current and prior plan year.
3. From the Paid Leave Detail page, the **Return to Summary** button will guide you back to the main summary page where you can then choose to view the details of any other paid leave plan(s).

How to Estimate Future Paid Leave Balances

Time and Pay > Paid Leave Summary

In the Paid Leave widget on your employee dashboard is the option to determine how many hours will be available for use on any future date.

1. Click the **Estimate Leave** button.
2. Select the type of leave in the **Plan** drop-down box.
3. Select the future date on which you would like to see your balance will be in the **Date** box. Here you can also check the *Include accrual thru following pay date* option to extend the calculation to display what your balance will be on the first paid following the specified date.
4. If desired, you can select the **Approved** and **Requested** options to include any already approved or requested time off in the calculation (reducing the amount of hours that will be available).
5. Click the **Calculate** button.

Result: The projected paid leave balance is displayed in a summary row as well as broken down in a detailed transactional table to review how the balance was determined.