



My Profile & Leave Balances and History

You are able to view your Paid Time Off balance, accruals and leaves taken via the “My Profile” menu option.

On the **Profile** tab, you will find your information and leave quotas:

User Profile

Name: Maggie Nieves	Department: Testers	Location: United States
Employee since: 2020-11-01	Role: User	Status: ACTIVE
Employee ID ⓘ Not set	Approvers: Jose Garcia	

Working Days

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Leave quotas Select Period: Current Year (Jul 01, 2022 - Jun 30, 2023)

Leave Types:

Paid Time Off

Initial Brought Forward ⓘ 22d	+	Accrued Hours ⓘ 29d 1h <small>of 35d</small>	-	Used ⓘ 2d 4h	=	Remaining ⓘ 48d 5h
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Initial Brought Forward: Indicates any time carried forward from the prior year.

Accrued Hours: Shows PTO hours accrued to date. Hovering over the question mark in this area will provide you additional details of how much you accrue per year and per pay.

Used and Remaining: Will show you the respective hours taken and remaining for you to take leave. Hovering over the question mark will provide you with hours remaining.

Accrued Hours ⓘ

29d 1h
of 35d

Used ⓘ

2d 4h

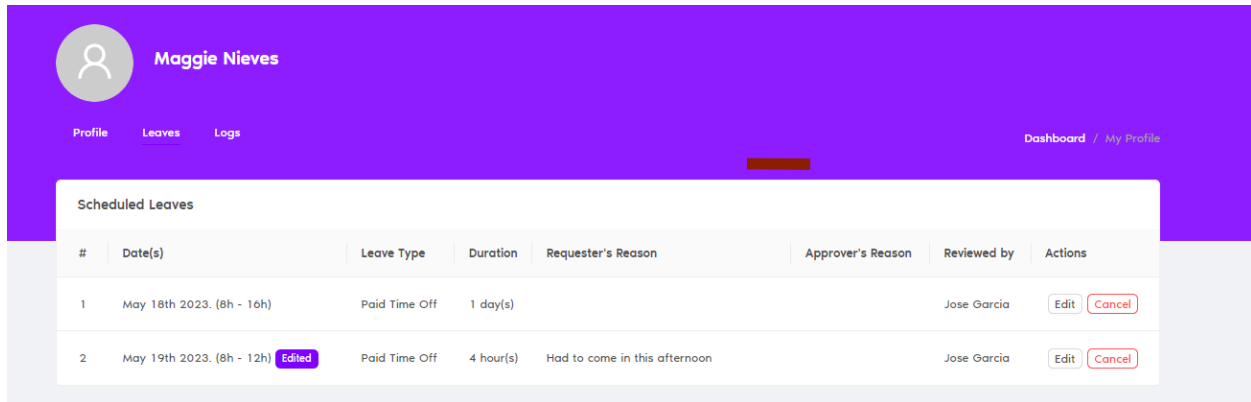
Remaining ⓘ

48d 5h

Callouts:
 - Accrued Hours: Maggie Nieves accrued 233.34 out of 280 hours. Maggie Nieves will accrue 23.33 hours on Jun 01, 2023. For more details, see [logs tab](#).
 - Used: That's 20 hours.
 - Remaining: That's 389.36 hours.



The **Leaves** tab will provide information for all your scheduled and historical leaves, this includes approved, canceled and denied leaves.



Maggie Nieves

Profile **Leaves** Logs Dashboard / My Profile

Scheduled Leaves

#	Date(s)	Leave Type	Duration	Requester's Reason	Approver's Reason	Reviewed by	Actions
1	May 18th 2023. (8h - 16h)	Paid Time Off	1 day(s)			Jose Garcia	Edit Cancel
2	May 19th 2023. (8h - 12h) Edited	Paid Time Off	4 hour(s)	Had to come in this afternoon		Jose Garcia	Edit Cancel