



Casuals - Annual Leave Detail Link

Timesheet
 Peter Rabbit EmplID: 123456
 Job Title: Animal Character Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period Date: 28/03/2009 Refresh << Previous Time Period Next Time Period

Reported Hours: 0.0000 Hours Scheduled Hours: 75.0000 Hours
 Reported time on or after 28/03/2009 is for a future period.

From Saturday 28/03/2009 to Friday 04/10/2009

Timesheet Overrides [...]

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
28/3	29/3	30/3	31/3	1/4	2/4	3/4	4/4	5/4	6/4	7/4	8/4	9/4	10/4	

Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
		0.0000		

Reported Hours Summary - click to view

Balances - click to hide

Plan Type	Balance
Sick	3.750
Annual Leave	8.313
Special Leave	22.500

[Annual Leave Detail](#)
[Compensatory Time Detail](#)

This balance is what you are able to apply for.

Click Annual Leave Detail For more info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: EmplID begins with

Search Advanced Search

Search Results

EmplID	Empl Rcd Nbr
100197	0
100197	1

If you are a Time Approver, you can choose the dropdown for Employee or Group ID.

Click on your Employee ID under Search Results

The **Annual Leave Balance Page** displays a breakdown of how your Annual Leave is earned:

Leave Details

Annual Leave Balance

Close this browser window to return to the timesheet

Fiscal Year (FY)	Annual Calculations in hours	Comments
Name	Rabbit, Peter	
Annual Leave Effective Date	30/10/2008	
A Annual Leave Entitlement this FY	10.312500	to be earned during this FY
B Annual Carry-Over	0.000000	Carried over from last FY
C Total Annual Entitlement this FY	10.312500	Maximum annual available this FY (A+B)
D Annual Earned to date this FY	10.312500	Earned year to date (earned monthly entitlements)
E Hours Taken Year-to-Date	0.000000	Hours taken in this FY (As of the end of the last pay period)
F Annual Requested	2.000000	Entered, approved, and yet to be processed.
G To date Annual Balance	10.312500	Carry-over plus earned to date minus taken to date (B+D-E)
H Projected Balance to FY End	8.312500	Your balance at the end of this FY if no other annual is taken (C-E-F)
Unprocessed annual Leave entered outside of the current FY	0.000000	Time entered but not processed.
Balance available to apply for:	8.313	Takes into account leave entered in the next fiscal year

To Date Annual Balance

Note: If you terminate employment today, and you have no outstanding leave to be entered and/or processed through the system, the balance to be recovered (-) or paid out is:

10.312500 Hours

There are many variables that determine your annual leave balance at any given time.

- Each fiscal year, you are able to take your annual leave hours before you have actually earned them.
- If you view this page prior to the first pay of the month, it may not include the current month's entitlement.
- When you are eligible for the next annual leave entitlement level (eg. 7 Years, 15 Years, etc.), the increase will be reflected in (A) above in the month following your annual leave entitlement date.
- If you enter leave in the next Fiscal Year, it will reduce the balance available to you this Fiscal Year. It is recommended that you only enter leave in the current fiscal year.

Annual leave is awarded monthly. This number increases each month.

8.313 hours is the current annual balance available to apply for. It includes future requested annual leave.

This employee has requested 2.0 hours of future annual leave that has not yet been processed (F).

Therefore, 10.3125 hours is the annual balance the employee has "to date".

This number would be paid out to (or recovered from) the employee if they were to terminate their position today.

NOTE: If you have a negative balance (-), it will reduce as you earn leave.

Questions? Please contact HRHelpdesk@gov.nt.ca Tel: 920-3409 Toll Free: 1-866-475-8162

