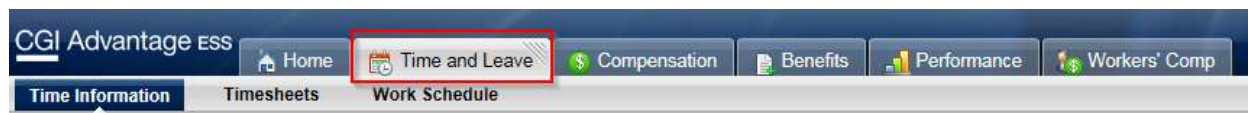


# Where are my Leave Balances & Accruals?

1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



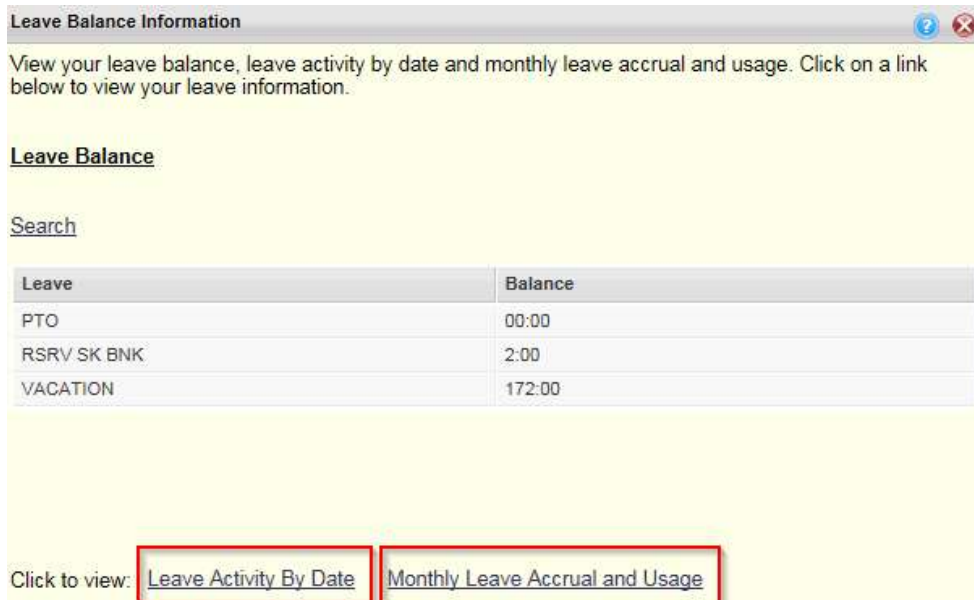
3. Click the **Time and Leave** tab



4. In the **Leave Requests and Usage** Widget, click **View Leave Balance**



5. Your **Leave Balance Information** displays



6. **Leave Activity by Date** shows all of your leave usage and accruals by date.

**Leave Activity By Date**

View your leave balance, leave activity by date and monthly leave accrual and usage. Click on a link below to view your leave information.

**Leave Activity By Date**

Search

Event Date	Category	Accrual/Usage	Amount
09/03/2017	VACATION	Accrual	8:00
08/07/2017	PTO	Accrual	8:00
08/07/2017	PTO	Usage	8:00
08/07/2017	RSRV SK BNK	Accrual	2:00

Event Date: 09/03/2017      Actual Leave Type: VACATION ACCR

Entered Leave Type: VACATION ACCR      Amount: 8:00

Category: VACATION      Process Date: 10/27/2017

Accrual/Usage: Accrual

Click to view: [Leave Balance](#)   [Monthly Leave Accrual and Usage](#)

7. **Monthly Leave Accrual and Usage**. Click the **Search** link.

**Monthly Leave Accrual and Usage**

View your leave balance, leave activity by date and monthly leave accrual and usage. Click on a link below to view your leave information.

**Monthly Leave Accrual and Usage**

Search

Selection Year	Leave Category	Balance	Amount Basis	Balance Type	Leave End Year Month
2017	PTO	00:00	Hour	Year to Date	December
2017	RSRV SK BNK	2:00	Hour	Year to Date	December
2017	VACATION	172:00	Hour	Year to Date	December

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Leave Year	Month	Accrual Amount	Usage Amount
2017	December	00:00	00:00
2017	November	00:00	00:00
2017	October	00:00	00:00
2017	September	00:00	00:00
2017	August	8:00	8:00

8. Enter the **Selection Year** and that you wish to view. Click **OK**

**Search**

\*Selection Year: 2017

\*Category: VACATION

Ok   Clear   Cancel

9. Your **Monthly Leave Accrual and Usage** for your selected category and year will display

**Monthly Leave Accrual and Usage**

View your leave balance, leave activity by date and monthly leave accrual and usage. Click on a link below to view your leave information.

**Monthly Leave Accrual and Usage**

[Search](#)

Selection Year	Leave Category	Balance	Amount Basis	Balance Type	Leave End Year Month
2017	VACATION	172:00	Hour	Year to Date	December

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Leave Year	Month	Accrual Amount	Usage Amount
2017	December	00:00	00:00
2017	November	00:00	00:00
2017	October	00:00	00:00
2017	September	8:00	00:00
2017	August	164:00	00:00
2017	July	00:00	00:00
2017	June	00:00	00:00
2017	May	00:00	00:00