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

CGI Advantage	SS 🔥 Home	📆 Time and Leave	S Compensation	Benefits	Performance	1s Workers' Comp
Time Information	Timesheets	Work Schedule				

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

Leave Requests and Usage				
Create new leave requests :	and view leave balances. I	Enroll, Modify, and Donate	buttons are not in use.	
Create Leave Request	View Leave Balance	Enroll in Leave Bank	Modify Leave Bank	Donate Leave

5. Your Leave Balance Information displays

Leave Balance Information	0 8
View your leave balance, leave activity t below to view your leave information.	by date and monthly leave accrual and usage. Click on a link
Leave Balance	
Search	
Leave	Balance
РТО	00:00
RSRV SK BNK	2:00
VACATION	172:00
Click to view: Leave Activity By Date	Monthly Leave Accrual and Usage

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

Leave Activity By Date				0 😣
View your leave balan below to view your lea	ice, leave activity by da	ate and monthly leave	accrual and usage. Click	on a link
Leave Activity By Da	<u>ite</u>			
Search				
Event Date	Category	Accrual/Usage	e 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	RSR\/ 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			
	1			

Click to view: Leave Balance Monthly Leave Accrual and Usage

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

Monthly Leave Ac	crual and Usage				0	
View your leave your leave inform Monthly Leave	balance, leave activ nation. Accrual and Usag	vity by date and	I monthly leave accru	al and usage. Clicl	on a link below to د	view
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	×
Leave Year	Month		Accrual Amount	Usage	Amount	
2017	Decemt	ber	00:00	00:00		-
2017	Novemb	ber	00:00	00:00		
2017	October		00:00	00:00		
2017	Septem	ber	00:00	00:00		
2017	August		8:00	8:00		
10.000000	2.2		Class Autom	10000		

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



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

Monthly Leave Ac	crual and Usage				0 😣
View your leave l your leave inform Monthly Leave /	valance, leave activi lation. Accrual and Usage	ty by <mark>date and</mark> i	monthly leave accrual	and usage. Click o	n a link below to view
Selection Year	Leave Category	Balance	Amount Basis	Balance Type	Leave End Year
					Month
2017	VACATION	172:00	Hour	Year to Date	December
Leave Year	Month				
2017			Accrual Amount	Usage Ar	mount
2017	Decembe	ər	Accrual Amount	Usage Ar	mount
	Decembe	ər ər	Accrual Amount 00:00 00:00	Usage Ar 00:00 00:00	mount
2017	Decembe Novembe October	er er	Accrual Amount 00:00 00:00 00:00	Usage Ar 00:00 00:00 00:00	mount
2017 2017	Decembr Novembr October Septemb	er	Accrual Amount 00:00 00:00 00:00 00:00 8:00	Usage An 00:00 00:00 00:00 00:00 00:00	mount
2017 2017 2017	Decembe Novembe October Septemb August	er	Accrual Amount 00:00 00:00 00:00 8:00 164:00	Usage Ar 00:00 00:00 00:00 00:00 00:00 00:00	mount
2017 2017 2017 2017	Decembe Novembe October Septemb August July	er er	Accrual Amount 00:00 00:00 00:00 8:00 164:00 00:00	Usage Ar 00:00 00:00 00:00 00:00 00:00 00:00 00:00	mount
2017 2017 2017 2017 2017 2017	Decembe Novembe October Septemb August July June	er er ier	Accrual Amount 00:00 00:00 00:00 8:00 164:00 00:00 00:00	Usage Ar 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	mount
2017 2017 2017 2017 2017 2017 2017	Decembe Novembe October Septemb August July June May	er er	Accrual Amount 00:00 00:00 00:00 8:00 164:00 00:00 00:00 00:00	Usage Ar 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	mount