

Finding your PTO Accrual in UKG

In order to see your PTO accrual amount, you can see this in UKG.

Please log into UKG and go to the top left menu icon and select My Info > My Time > Time Off > Accrual Details

This page will show you the amount of PTO that you accrue each pay period, along with the amount of PTO that you're using.

Questions regarding PTO accrual can be directed to HR Coordinator, Alivia Klein at aklein@hacap.org.

