

ACCESSING ACCRUALS VIA ASPEN

1. Log into Aspen using your credentials.
2. Click on change view and select staff.
3. Click on the My info top tab off to the left side of the page.
4. Select the Reports tab which is below My Info and select Accrual Summary. A new window should appear.
5. Click run to get your accrual summary. The default information in the Accrual Summary window will give you your accrued time as of today.
6. Your accrual summary will open as a pdf file in that same window. You may save or print this file through the menu at the bottom right of that screen. If the menu bar is not there, please hover over the bottom right of that screen with your mouse and it should appear