

Verify Employee's Accrual Balances

- It is important to verify how much PTO, Sick, Vacation, Holiday, etc an employee has **before** entering the leave time in Kronos.
- **NOTE:** Kronos updates the accrual totals per each day so you need to **first** select the date with the leave activity and **then** review the Accruals tab.
- **EXAMPLE:** We need to enter 4 hours of PTS on 8/19
 - **WRONG:** Saturday, 8/16 is highlighted with the Accruals tab open
 - Notice the PTO balance displays 0 hours.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Sat 8/16											
x	Sun 8/17											
x	Mon 8/18			3:36PM						8.00	8.00	8.00
x	Tue 8/19											8.00
x	Wed 8/20											8.00
y	Thu 8/21											8.00

TOTALS & SCHEDULE		ACCRUALS	AUDITS					
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance Projected	
FLEXHOL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
FREEDAY Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
HOLIDAY Balance	8.00	Hour	8/31/2008	0.00	0.00	8.00	8.00	
LEGACY SCK Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
LEGACY Vac Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
PERSONAL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
PTO Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	

- **CORRECT:** Tuesday, 8/19 is highlighted with the Accruals tab open
- Notice the PTO balance displays 6.77 hours

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Sat 8/16											
x	Sun 8/17											
x	Mon 8/18			3:36PM						8.00	8.00	8.00
x	Tue 8/19											8.00
x	Wed 8/20											8.00
y	Thu 8/21											8.00

TOTALS & SCHEDULE		ACCRUALS	AUDITS					
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance Projected	
FLEXHOL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
FREEDAY Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
HOLIDAY Balance	8.00	Hour	8/31/2008	0.00	0.00	8.00	8.00	
LEGACY SCK Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
LEGACY Vac Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
PERSONAL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00	
PTO Balance	6.77	Hour	8/31/2008	0.00	0.00	6.77	6.77	

- **NOTE:** You can not enter more hours than are available within the leave balance.
 - If enter more hours than available within the leave balance then you will receive a notification about the particular leave balance being overdrawn and the employee will receive 0 hours.
 - Notice the employee has only 6.77 hours of PTO balance and the Manager attempted to enter 8 hours but the transaction could not be made because the PTO balance would be overdrawn by 1.23 hours.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	Sat 8/16									
X	Sun 8/17									
X	Mon 8/18									
X	Tue 8/19	PTS	8.00							
X	Wed 8/20									

Workforce Central

WTK-03285 This edit cannot be made.
PTO Balance balance on 8/19/2008 is 6.77 (overdrawn by 1.23). Maximum overdraw is 0.00.

OK

Java Applet Window

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance with Projected Cr
FLEXHOL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00
FREEDAY Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00
HOLIDAY Balance	8.00	Hour	8/31/2008	0.00	0.00	8.00	8.00
LEGACY SCK Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00
LEGACY Vac Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00
PERSONAL Balance	0.00	Hour	8/31/2008	0.00	0.00	0.00	0.00
PTO Balance	6.77	Hour	8/31/2008	0.00	0.00	6.77	6.77