



Using the Accrual Reporting Period Genie

1. From the Navigation Menu select the 'Timekeeping' tab
2. Click on 'Accrual Reporting Period.'

- 'Show' will default to the 'Accrual Reporting Hyperfind'
- The 'Time Period' will default to 'Today.' Do not change the Time Period. The Accrual Reporting Period Genie Time Period must be set to 'Today.'

3. Click on the **Type** column header to sort the list by accrual type.

ACCURAL REPORTING PERIOD
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Show:

Time Period:

Name	Pay Frequency	Home Dept	Type	Reporting Period	Type	Opening Balance	Earned To Date	Taken To Date	Available Balance	Planned Takings	Pending Grants	Ending Balance
Employee, Ronald	BiWeekly	888888	Sick	1/01/2014 - 12/31/2014	Hour	126.4	9.67	133.45	2.62	0.0	0.87	3.5
Employee, Brenda		888888	Sick	1/01/2014 - 12/31/2014	Hour	-3.0	88.0	53.0	32.0	0.0	8.0	40.0
Employee, Mark	BiWeekly	888888	Sick	1/01/2014 - 12/31/2014	Hour	103.0	88.0	0.0	191.0	0.0	8.0	199.0
tester1		888888	Sick	1/01/2014 - 12/31/2014	Hour	136.0	88.0	0.0	224.0	0.0	8.0	232.0
Employee, Matt	Monthly	888888	Sick	1/01/2014 - 12/31/2014	Hour	191.0	249.0	0.0	440.0	0.0	8.0	448.0
Employee, William	BiWeekly	888888	Sick	1/01/2014 - 12/31/2014	Hour	555.0	152.0	8.0	699.0	0.0	8.0	707.0
Employee, Blair	BiWeekly	888888	Sick	1/01/2014 - 12/31/2014	Hour	562.0	216.0	0.0	778.0	0.0	8.0	786.0
Employee, Blair	BiWeekly	888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Brenda		888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Mark	BiWeekly	888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Ronald	BiWeekly	888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, William	BiWeekly	888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
tester1		888888	Travel Time Off	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Blair	BiWeekly	888888	Travel Time Expired	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Mark	BiWeekly	888888	Travel Time Expired	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Ronald	BiWeekly	888888	Travel Time Expired	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, William	BiWeekly	888888	Travel Time Expired	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
tester1		888888	Travel Time Expired	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Mark	BiWeekly	888888	Vacation	1/01/2014 - 12/31/2014	Hour	136.0	124.67	226.67	34.0	0.0	11.33	45.33
Employee, Brenda		888888	Vacation	1/01/2014 - 12/31/2014	Hour	9.33	124.67	24.0	110.0	0.0	11.33	121.33
Employee, Ronald	BiWeekly	888888	Vacation	1/01/2014 - 12/31/2014	Hour	180.97	13.7	0.0	194.68	0.0	1.23	195.93

Understanding the Accrual Reporting Period Genie

- Opening Balance is the balance as of the first date of this calendar year.
- Earned To Date shows the total amount of grants earned between first date of this calendar year and today's date.
- Taken to Date shows the total amount of hours of leave taken between the first date of this calendar year and today's date.
- Available Balance shows the hours available to use as of today's date.
- Planned Takings shows future leave taken hours saved in the timecard from today's date through the end of this calendar year.
- Pending Grants shows future accrual grants expected to be earned from today's date through the end of this calendar year.
- Ending Balance displays the projected balance as of the last date of this calendar year.

- Review the '**Ending Balance**' column to identify employees with negative Vacation or Sick balances that need to be paid back by the end of this calendar year.

OR

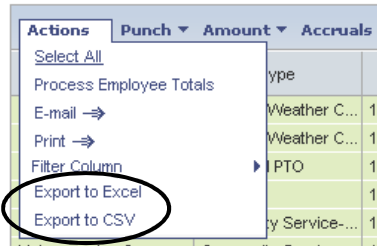
- Review the '**Opening Balance**' column if it is after the start of the year to find negative Vacation or Sick balances as of January 1st.

To Export the Accrual Reporting Period Genie to Excel:

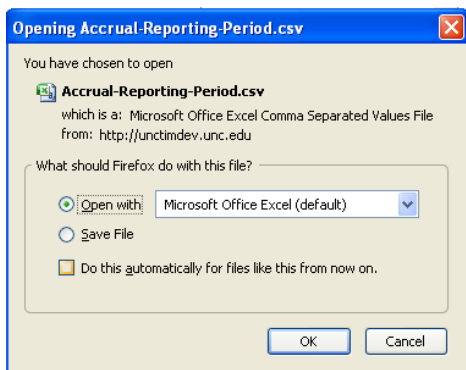
1. To export **all of the records** in the Accrual Reporting Period Genie, click on 'Actions' and 'Export to Excel' or 'Export to CSV'. This will create a new file.

ACCRUAL REPORTING PERIOD

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2. After a few moments of processing, a window will appear to indicate that the file is ready for viewing. You can open the file now or save it and view it later.



1. To export **some of the records** in the Accrual Reporting Period Genie, hold down the Control 'Ctrl' or 'Shift' key and select the records you want to export with the mouse.
2. Hold down the Control 'Ctrl' key and click on the 'C' key (copy).
3. Open Excel and Hold down Control 'Ctrl' key and click on the 'V' key (paste).

The screenshot shows the Kronos web application interface. At the top, there is a navigation bar with 'KRONOS' logo and 'Log Off | Change Password | Setup | Help'. Below the navigation bar, there are tabs for 'GENERAL', 'MY GENIES', 'TIMEKEEPING', 'SCHEDULING', and 'MY INFORMATION'. The main content area is titled 'ACCRUAL REPORTING PERIOD' and includes a 'Show' dropdown menu set to 'Accrual Reporting Hyperfind' and a 'Time Period' dropdown menu set to 'Today'. Below this, there is a table with columns: Name, Pay Frequency, Home Dept, Benefit, Reporting Period, Type, Opening Balance, Earned To Date, Taken To Date, Available Balance, Planned Takings, Pending Grants, and Ending Balance. The table contains several rows of data for an employee named Andrea, including entries for 'Community Service Leave Opt A', 'Community Service Leave Opt B', 'Sick', 'Vacation', 'Voluntary Shared', 'Flexible Furlough June 2009', 'Flexible Furlough Lost Hours Jan', and 'CD Advanced'.

Name	Pay Frequency	Home Dept	Benefit	Reporting Period	Type	Opening Balance	Earned To Date	Taken To Date	Available Balance	Planned Takings	Pending Grants	Ending Balance
Employee, Andrea	Monthly	888888	Community Service Leave Opt A	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea	Monthly	888888	Community Service Leave Opt B	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea	Monthly	888888	Sick	1/01/2009 - 12/31/2009	Hour	0.0	8.0	0.0	8.0	0.0	16.0	24.0
Employee, Andrea	Monthly	888888	Vacation	1/01/2009 - 12/31/2009	Hour	0.0	16.0	0.0	16.0	0.0	32.0	48.0
Employee, Andrea	Monthly	888888	Voluntary Shared	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea	Monthly	888888	Flexible Furlough June 2009	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea	Monthly	888888	Flexible Furlough Lost Hours Jan	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea	Monthly	888888	CD Advanced	1/01/2009 - 12/31/2009	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0

- To use Excel Functions, use File, Save As and save the file as an Excel Workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Employee, Andrea	Monthly	888888	Sick	1/01/2009 - 12/31/2009	Hour	0	8	0	8	0	16	24				
2	Employee, Andrea	Monthly	888888	Vacation	1/01/2009 - 12/31/2009	Hour	0	16	0	16	0	32	48				
3	Employee, Blair	BiWeekly	888888	Sick	1/01/2009 - 12/31/2009	Hour	0	32	0	32	0	16	48				
4	Employee, Blair	BiWeekly	888888	Travel Time Off	1/01/2009 - 12/31/2009	Hour	0	0	0	0	0	0	0				
5	Employee, Blair	BiWeekly	888888	Vacation	1/01/2009 - 12/31/2009	Hour	0	37	8	29	0	18	47				
6																	