



## Using the Accrual Reporting Period Genie

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

KRONOS

GENERAL MY GENIES® TIMEKEEPING SCHEDULING

timecard | Schedule | Reports

TIMECARD

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Save Actions Punch Amount Accruals Con

Accrual Reporting Period

Pay Period Close

Reconcile Timecard

Shift Close

Shift Start

Approaching Overtime

Offsetting Review

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Period

Reports

Out In

- **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 **Benefit** column header to sort the list by accrual type.

ACCRUAL REPORTING PERIOD

Last Refreshed: 12:43PM

Show Accrual Reporting Hyperfind Edit

Time Period Today Refresh

Name	2 A	Pay Freq...	Home Dept	Benefit	Reporting Period	Type	Opening Balance	Earned To Date	Taken To Date	Available Balance	Planned Takings	Pending Grants	Ending Balance
Employee, Mark		BiWeekly	888888	On-Call Time Off Expired	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, William		BiWeekly	888888	On-Call Time Off Expired	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea		Monthly	888888	Sick	1/01/2011 - 12/31/2011	Hour	104.0	88.0	0.0	192.0	0.0	8.0	200.0
Employee, Blair		BiWeekly	888888	Sick	1/01/2011 - 12/31/2011	Hour	138.0	88.0	0.0	226.0	0.0	8.0	234.0
Employee, Jennifer		BiWeekly	888888	Sick	1/01/2011 - 12/31/2011	Hour	272.0	88.0	0.0	360.0	0.0	8.0	368.0
Employee, Marcus		Monthly	888888	Sick	1/01/2011 - 12/31/2011	Hour	0.0	16.0	1.0	15.0	0.0	8.0	23.0
Employee, Mark		BiWeekly	888888	Sick	1/01/2011 - 12/31/2011	Hour	144.0	88.0	0.0	232.0	0.0	8.0	240.0
Employee, William		BiWeekly	888888	Sick	1/01/2011 - 12/31/2011	Hour	140.0	88.0	0.0	228.0	0.0	8.0	236.0
Employee, Blair		BiWeekly	888888	Travel Time Off	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Jennifer		BiWeekly	888888	Travel Time Off	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Mark		BiWeekly	888888	Travel Time Off	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, William		BiWeekly	888888	Travel Time Off	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Blair		BiWeekly	888888	Travel Time Expired	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Mark		BiWeekly	888888	Travel Time Expired	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, William		BiWeekly	888888	Travel Time Expired	1/01/2011 - 12/31/2011	Hour	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Employee, Andrea		Monthly	888888	Vacation	1/01/2011 - 12/31/2011	Hour	208.0	176.0	0.0	384.0	0.0	16.0	400.0
Employee, Blair		BiWeekly	888888	Vacation	1/01/2011 - 12/31/2011	Hour	155.0	102.67	22.4	235.27	0.0	9.33	244.6
Employee, Jennifer		BiWeekly	888888	Vacation	1/01/2011 - 12/31/2011	Hour	223.0	102.67	0.0	325.67	0.0	9.33	335.0
Employee, Marcus		Monthly	888888	Vacation	1/01/2011 - 12/31/2011	Hour	0.0	32.0	-1.0	33.0	0.0	16.0	49.0

## 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 the leave taken hours entered in the future either by direct entry in the timecard or by a Time Off Request that was approved by the manager.
- Pending Grants are accrual grants in the future 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.

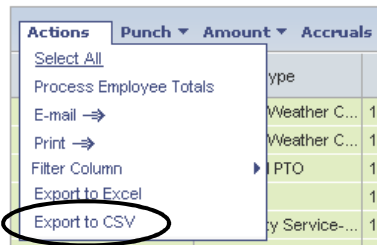
- Review the 'Ending Balance' column to identify employees with negative Vacation or Sick balances that need to be paid back by the end of this calendar year.

## To Export the Accrual Reporting Period Genie to Excel:

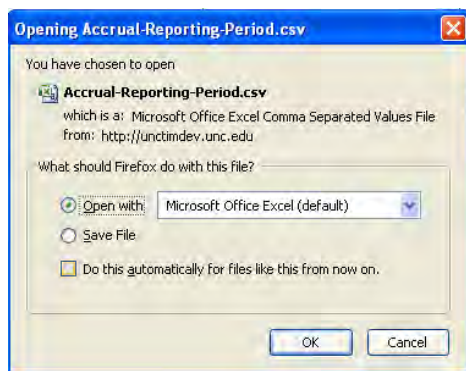
1. To export ***all of the records*** in the Accrual Reporting Period Genie, click on 'Actions' and 'Export to CSV'. This will create a Comma Separated Values file in Excel.

### ACCRUAL REPORTING PERIOD

Last Refreshed: 12:56PM



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).

A screenshot of the Kronos 'ACCRUAL REPORTING PERIOD' interface. It shows a table with columns for 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 lists several employees, including Andrea, with their respective accrual data for the period 1/01/2009 - 12/31/2009.

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 Jan1	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																	

- If you experience issues exporting to Excel, you will need to make sure you are using the TIM Thinstall application from your desktop.
- If you are not accessing TIM using the TIM Thinstall application, you will need to download it from the UNC Shareware site, <https://shareware.unc.edu/#t> Please contact your department's IT support group or 962-HELP (4357) for assistance.