What do the different leave balance columns in Kronos WFR represent?

Tell Me

There are several different columns included in the Leave Balances (Accruals) area for both exempt and non-exempt employees.

The following table outlines what each column represents based on an employee's Kronos WFR implementation time-frame.

<table>
<thead>
<tr>
<th>Implementation Timeline</th>
<th>Current Accrued</th>
<th>Taken</th>
<th>Current Balance</th>
<th>SCH (Scheduled)</th>
<th>Pending</th>
<th>Projected Balance</th>
<th>Accrue Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 2016</td>
<td>Carry-over balance from the last calendar year plus monthly accruals to date.</td>
<td>Approved leave for days in the current year through yesterday (<em>does not include current day</em>). Approved leave for the time taken after go live through yesterday (<em>does not include current day</em>)</td>
<td>Leave amount available for use.</td>
<td>Approved leave from the current date through any future dates.</td>
<td>Time Off requests for leave that the supervisor has not approved.</td>
<td>Projected balance at calendar year-end assuming no time off is taken from current date. <em>See calculation box below for example</em></td>
<td>The monthly accrual in days.</td>
</tr>
<tr>
<td>Beginning in 2016</td>
<td>Remaining balance in Banner before implementation start date plus monthly accruals to date.</td>
<td>Approved leave for days in the current year through yesterday (<em>does not include current day</em>). Approved leave from the current date through any future dates.</td>
<td>Leave amount available for use.</td>
<td>Approved leave from the current date through any future dates.</td>
<td>Time Off requests for leave that the supervisor has not approved.</td>
<td>Projected balance at calendar year-end assuming no time off is taken from current date. <em>See calculation box below for example</em></td>
<td>The monthly accrual in days.</td>
</tr>
</tbody>
</table>

**Calculation for Projected Balance**

Current balance (CB) plus months remaining in calendar year (MR) multiplied by accrual rate (AR).

\[ PB = CB + (MR \times AR) \]

Example:
- CB=16:30 (16.5 convert to decimal)
- MR= current month Sept., which leaves 3 mos remaining in calendar year (thru December).
- AR=11.34

16.5 + (3x11.34) = 50.52 (50:31 convert to HH:MM)

**Accrue Rate Example**

Accrued balances for VACATION.

1. Comments may appear below the leave total for “Accrual Hours Scheduled for Next Calendar Year.”
<table>
<thead>
<tr>
<th>HH:MM hours are requested for next accrual year</th>
<th>HH:MM hours are scheduled for next accrual year</th>
<th>HH:MM hours will be carried over to the next accrual year</th>
<th>HH:MM hours will be moved to Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>When there are unapproved leave hours requested for the next calendar year, they are included in the Pending Approval hours column and this comment.</td>
<td>When there are approved leave hours for the next calendar year, they are included in the SCH (scheduled) column and this comment.</td>
<td>Projected balance minus current calendar year SCH (scheduled) and Pending Approval hours.</td>
<td>Projected balance minus current calendar year SCH (scheduled) hours minus Pending Approval hours minus 240 hours.</td>
</tr>
</tbody>
</table>

**Example**

HH:MM hours are requested for next accrual year

HH:MM hours are scheduled for next accrual year

HH:MM hours will be carried over to the next accrual year

HH:MM hours will be moved to Sick

- When there are unapproved leave hours requested for the next calendar year, they are included in the Pending Approval hours column and this comment.
- When there are approved leave hours for the next calendar year, they are included in the SCH (scheduled) column and this comment.
- Projected balance minus current calendar year SCH (scheduled) and Pending Approval hours.
- Projected balance minus current calendar year SCH (scheduled) hours minus Pending Approval hours minus 240 hours.

**Related Articles**

- **Will my employee be notified if I reject their timesheet in Kronos?**
- **Why is Kronos WFR adding leave hours to my timesheet?**
- **Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?**
- **Why can't I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?**
- **Why aren't my Kronos WFR COMPREG or COMPGAP leave balances showing correctly when I've earned comp time?**