How do I conduct a negative leave-balance review in Kronos WFR?

**Tell Me**

1. Log into Kronos WFR
2. Select My Reports > HR > Accruals > Balances
3. Click Settings > Load Saved Settings
4. Select Negative Leave Balance
5. Any leave entered to ADVVAC or ADVSICK will result in a negative leave balance in VACATION or SICK respectively until the employee accrues enough leave to cover the negative balance.
6. Review the last column of the report, Hours Remaining This Year (Projected), to verify the supervisor has not over advance for the calendar year without Human Resources approval. The balance should be a positive number. If negative, that means the employee will not accrue enough leave by the end of the year.

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**Related FAQs**

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- How do I account for hours worked in Kronos WFR while in travel status?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?