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>Carrying-over balance from the last calendar year plus monthly accruals to date. Approved leave for days in the current year through yesterday (does not include current day). Leave amount available for use. Approved leave from the current date through any future dates. Time Off requests for leave that the supervisor has not approved. Projected balance at calendar year-end assuming no time off is taken from current date. The monthly accrual in days.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning in 2016</td>
<td>Remaining balance in Banner before implementation start date plus monthly accruals to date. Approved leave for the time taken after go live through yesterday (does not include current day).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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.”
Example

<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>

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?