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 ADV>VAC or ADV>SICK 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.

Related FAQs

- How do I correct a timesheet after it has been approved in Kronos WFR?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- Can my employee submit a Kronos WFR Timesheet Change Request after I approve their timesheet?
- Why can't I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?
- How do I view my leave balances and history in Kronos WFR?