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 ADVAC 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.

Related FAQs

- How do I correct a timesheet after it has been approved in Kronos WFR?
- How do I change my employee's work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?