

# 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 view my leave balances and history in Kronos WFR?](#)
- [How do I request Administrative Leave COVID-19 in Kronos WFR?](#)
- [How do I install the Kronos WFR Mobile App and login?](#)
- [How do I change the leave type used to supplement my use of Admin Leave-COVID-19 in Kronos WFR?](#)
- [How do I add a single punch in or out within Kronos WFR?](#)