

KRONOS

version 8.0

Time and Attendance System

USER'S MANUAL

Kean University



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Overview:

The Kronos system provides an easy way to track employee time and attendance and administer payroll and HR services. This system also eliminates the need for paper time sheets.

Hourly employees can use Kronos to record their work hours by punching in and out, using time clocks or computers. For those employees not required to punch in and out, their schedules are fixed and entered in the Kronos system. Managers can then review, change, or approve employee time cards and generate reports.

Managers must approve employee timecards on a bi-weekly basis. Time card approvals are due every other Monday, following the end of the pay period. Kean University's pay period schedule can be accessed through the Kean web-site:

<http://www.kean.edu/KU/Payroll>

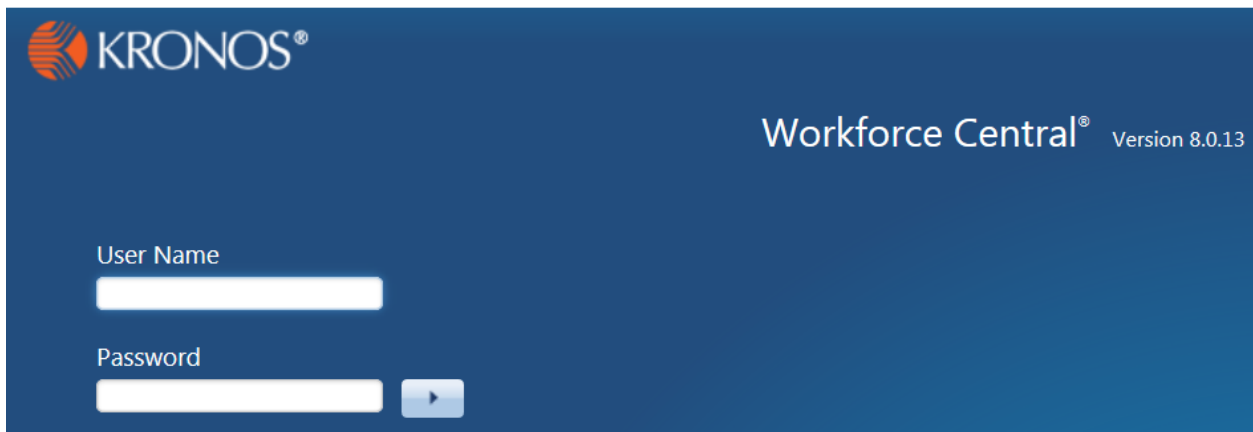
Accessing the KRONOS System:

Hourly employees, manager and timekeepers are required to have a username and password to access the Kronos system. Please use the following link:

<http://knet-kronosap.kean.edu/wfc/navigator/logon>

Sign-on Screen:

After you are connected to Kronos system, you will see the sign-on screen. Please type your assigned username and password.



KRONOS®

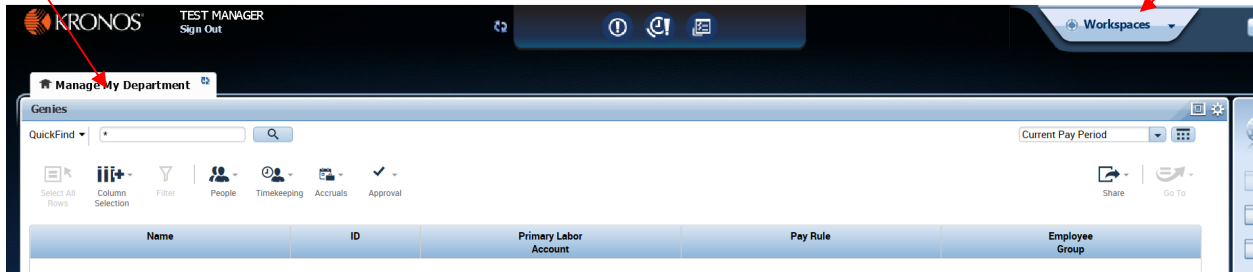
Workforce Central® Version 8.0.13

User Name

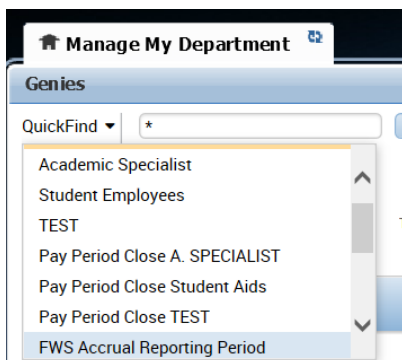
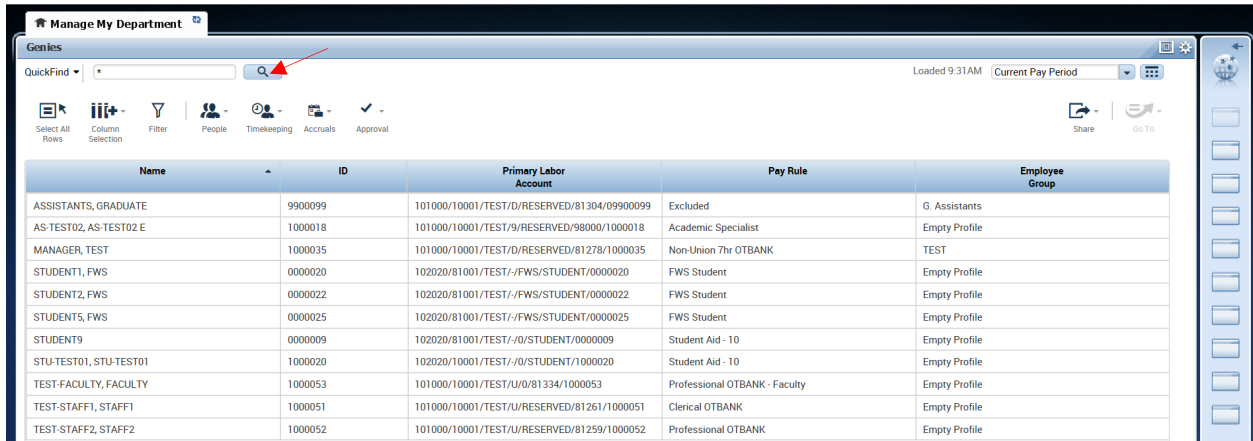
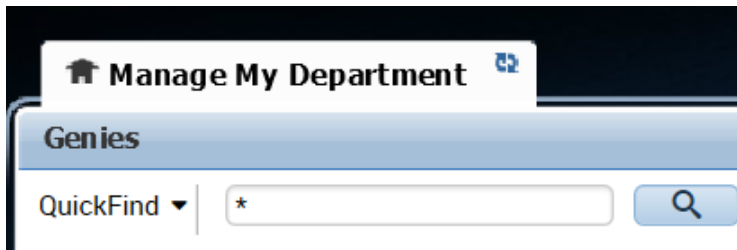
Password

User Interface:

This is the main page you'll see when you log into Kronos. This is called the "Manage My Department" workspace. It shows your main Genie: QuickFind. .



Click on the magnifying glass to see the list of all of your home employees.

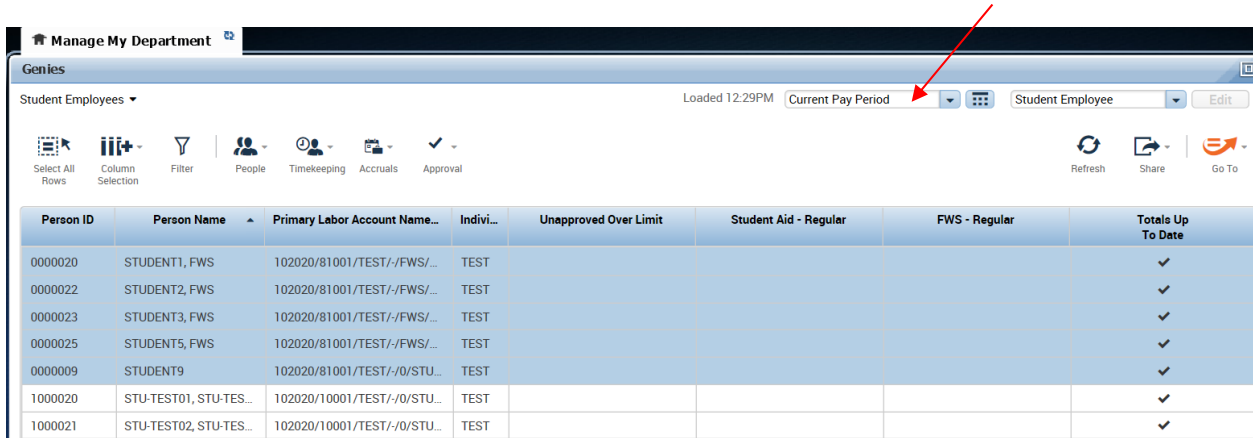


Drop down QuickFind to display the list of employees specific to the department assigned to you and select the department / group name.

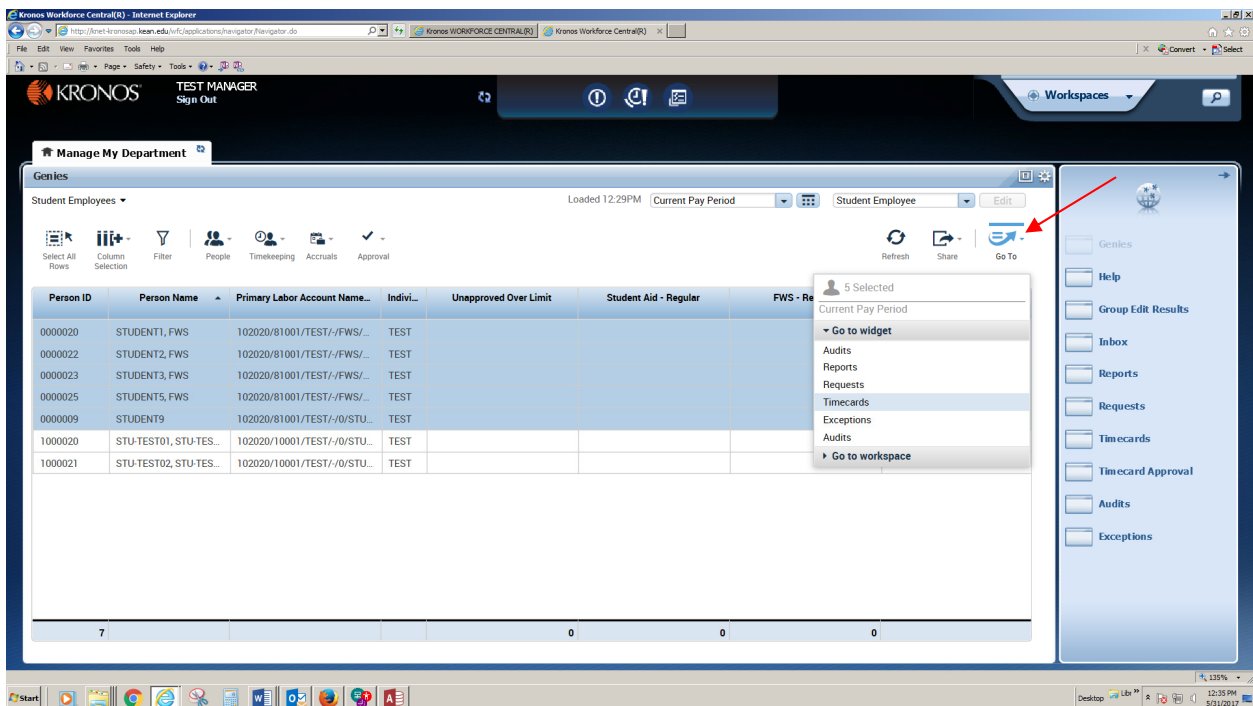
EDITING EMPLOYEE TIMECARD

1. Edit Punch in / out

To select an employee, double-click the employee's name to access timecard. You can also select multiple employees by clicking and dragging down the list. The time period will be set to "Current Pay Period" by default. If you need to work on a different pay period, use drop down menu and select the desired time period. (Previous Pay Period, Next Pay Period, Specific Date, Range of Dates etc.)



Now you can click the Go To link to access multiple timecards.



This will open a new timecards window. Within a timecard, you can make edits (In and Out punches) and then click the save icon. (see below)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sat 5/27												
Sun 5/28												
Mon 5/29			10:00AM		1:00PM					3.0	3.0	3.0
Tue 5/30												3.0
Wed 5/31			2:00PM		4:00PM					2.0	2.0	5.0
Thu 6/01												5.0

To see the timecard totals, you will need to click the icon on the bottom of the timecard. This will show the totals tab with the employee's pay code totals.

Account	Pay Code	Amount	Wages
102020/81001/TEST//FWS/STUDENT/0000023	FWS - Regular	5.0	\$41.90

2. If an employee is taking a FULL day off:

- Select the employee timecard, select the date in which time is being taken.
- Click the "X" left of the date to erase the data in that row.

+	X	Tue 5/16		
---	---	----------	--	--

- Under the Pay Code column, select the type of the time that was used. (Sick, C-vacation, personal, Comp etc.). When using vacation time, always choose "C-vacation" – This ensures that the vacation time that was carried over from the last year will be used first. If an employee does not have any prior year vacation, the system will automatically deduct from the current years' time.
- Under the Amount column, select Full day (usually 7 hrs. or 8 hrs.)

+	X	Tue 5/16	C-Vacation	Full sched day
---	---	----------	------------	----------------

e. After you click Save, system will display paycode and amount.

		Tue 5/16			
			C-Vacation	7.0	8:00AM
			Prior Year V...	7.0	8:00AM

f. To verify that the time-off was entered accurately, check Totals at the bottom of the screen. The total hours should always equal 70 (for 7 hrs./day employees).

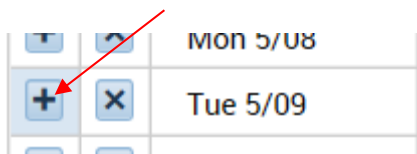
Example: Regular hours worked 63 + prior year vacation 7 = 70 Total hours.

Totals Audits Accruals Historical Corrections				
All	All			
Location	Job	Account	Pay Code	Amount
		...001/TEST/U/RESERVED/81261/1000051	Prior Year Vacation	7.0
		...001/TEST/U/RESERVED/81261/1000051	Regular	63.0

The last column in the timecard “Period” should add-up to total pay period hours as well.

3. If an employee is taking a PARTIAL day off: (example – came in 2 hours late).

- a. Select the date in which time is being taken.
- b. Change the “In” time. (if employee came in 2 hours late, change 8AM to 10AM)
- c. click the + button, left of the date. (This will insert a blank row for the same date).



d. On the new blank row, in the Pay Code column, select which type of time was used. (in this example ‘Sick’)

e. In the Amount column, enter the number of hours being used (2 hrs. in this example)

f. Click Save.

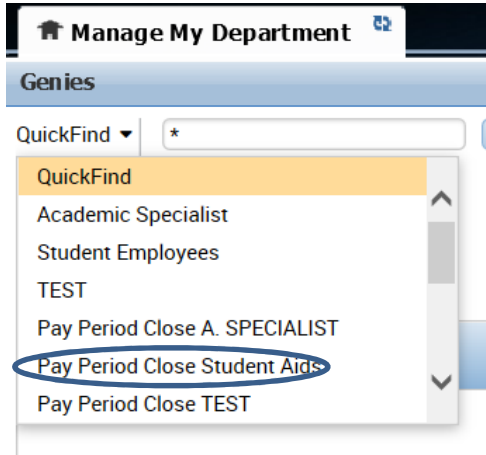
		Tue 5/09	Sick	2.0		
						10:00AM
						4:00PM

g. To verify that the time-off was entered accurately, check Totals at the bottom of the screen. The total hours should always equal 70 (for 7 hrs./day employees; except during summer hours).

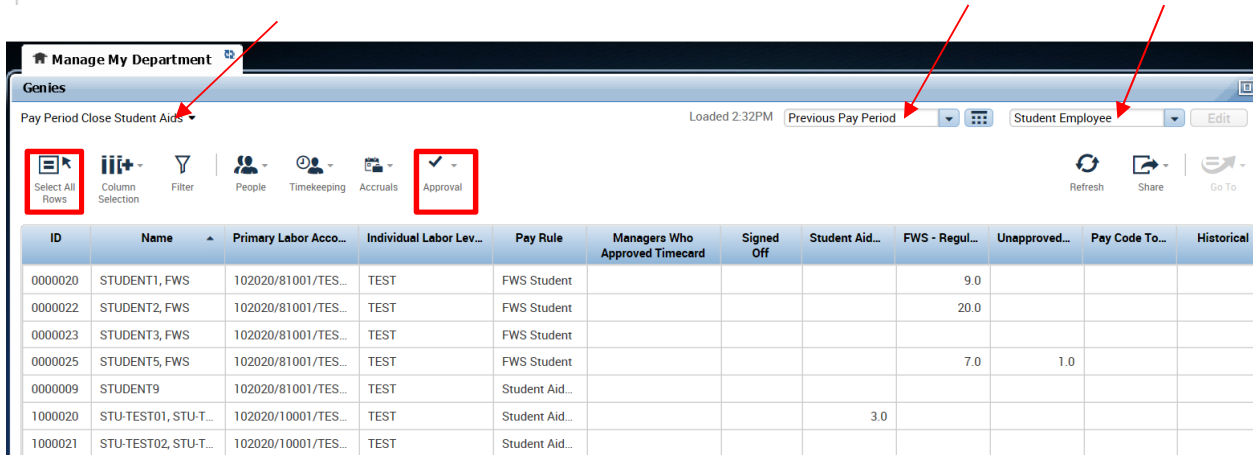
Example: Regular hours worked 61 + prior year vacation 7 + Sick 2 = 70 Total hours.

Account	Pay Code	Amount
101000/10001/TEST/U/RESERVED/81261/1000051	Prior Year Vacation	7.0
101000/10001/TEST/U/RESERVED/81261/1000051	Regular	61.0
101000/10001/TEST/U/RESERVED/81261/1000051	Sick	2.0

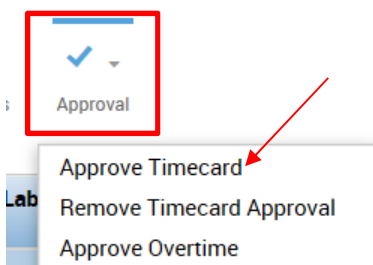
APPROVING TIMECARDS



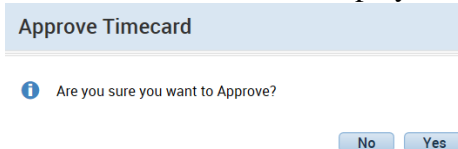
From Manage My Department, dropdown QuickFind and select the Pay Period Close Genies which you want to approve. A list of all employees from the selected group will display. (See below). The Previous Pay Period will be the default time period. You have the option of approving one timecard at a time or you can select all timecards and approve in one shot. You can also drag the mouse to select multiple employees.



Option 1:



If you have checked timecards and are ready to approve, dropdown “Approval” and select Approve Timecard. Approve timecard window will display, select Yes.



Refresh the screen and verify your name appears in “Manager Who Approved Timecard” column.

Pay Period Close Student Aids ▾ Loaded 3:21PM Previous Pay Period Student Employee Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Accruals | Approval

ID	Name	Primary Labor Acco...	Individual Labor Lev...	Pay Rule	Managers Who Approved Timecard	Signed Off	Student Aid...	FWS - Regul...	Unapproved...	Pay Code To...	Historical
0000020	STUDENT1, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			9.0			
0000022	STUDENT2, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			20.0			
0000023	STUDENT3, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST						
0000025	STUDENT5, FWS	102020/81001/TES...	TEST	FWS Student	MANAGER, TEST			7.0	1.0		
0000009	STUDENT9	102020/81001/TES...	TEST	Student Aid...	MANAGER, TEST						
1000020	STU-TEST01, STU-T...	102020/10001/TES...	TEST	Student Aid...	MANAGER, TEST		3.0				
1000021	STU-TEST02, STU-T...	102020/10001/TES...	TEST	Student Aid...	MANAGER, TEST						

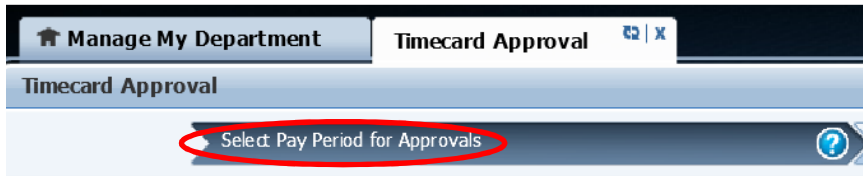
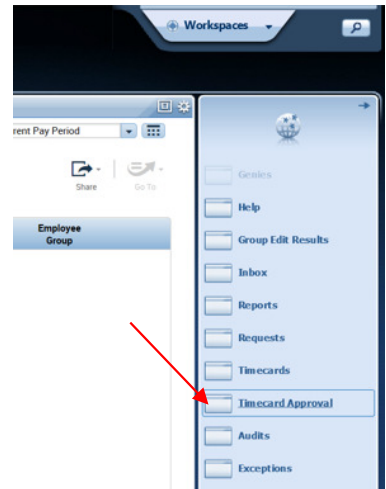
Once the timecard is approved, if a correction is needed, the supervisor must remove the approvals by selecting “Approvals” and “Remove Timecard Approval”. Remove approval can only be done if the timecard is not signed-off by payroll department.

Once the correction is made, please be sure to approve the timecard again.

Option 2:

Option 2 is better and provides step-by-step guidelines in the form of a wizard. On the right side of the screen, from the widget pane, select Timecard Approval.

A screen will be displayed similar to the one shown below. Select Pay Period for Approvals will be the first step. Make sure Previous Pay Period appears in Time Period. Select Proper HyperFind which you want to approve. Click “Save”.



Select Pay Period for Approvals

Time Period: Previous Pay Period

HyperFind: Academic Specialist

Save

Select the middle option “Punch Issues”. Any punch issues will be displayed in the sign off column.

Timecard Approval

◀ Prev Select Pay Period for Approvals ? Punch Issues

Previous Pay Period Student Employee

Name	Sign Off	Punch
STUDENT1, FWS	1	
STU-TEST02, STU-TEST02		
STUDENT2, FWS		
STU-TEST01, STU-TEST01		
STUDENT3, FWS		
STUDENT5, FWS		
STUDENT9		

To fix the punch issue, double click on employee’s name. The following screen will display:

Timecard Approval

◀ Prev Select Pay Period for Approvals ? Punch Issues ? Approve Timecards

Time Period Previous Pay Period
Show Student Employee

Summary

STUDENT1, FWS

Date	Pay Code	Amount	In	Out	Transfer
Fri 5/19			1:00pm		

In this example, out punch is missing from the employee timecard. Double click on the red box, enter the time, and select Save.

Save

View Timecard Show Schedule

Out	Transfer	Daily	Sum
3pm			9.0

Time Period Previous P
Show Student E

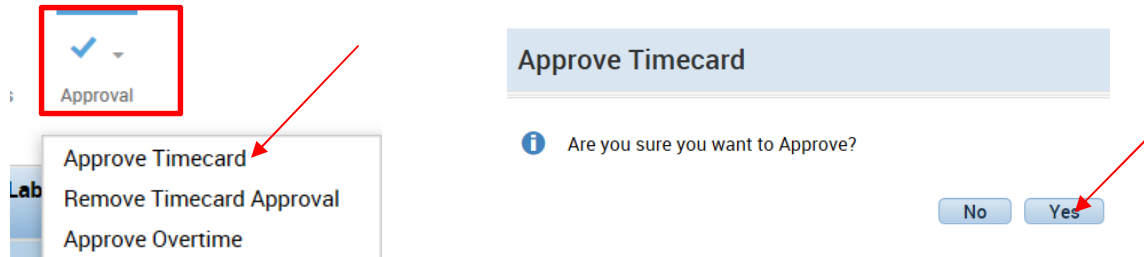
Summary

Click the back arrow on summary. You will notice there is no punch issue anymore.

Click Approve Timecards option and make sure proper HyperFind query was selected.

ID	Name	Primary Labor Account...	Individual Labor Level N...	Pay Rule	Managers Who Approved Timecard	Signed Off	Student Aid - R...	FWS - Regular	Unapproved Ov...	Pay Code Total
000...	STUDENT1, FWS	102020/81001/TEST/-F...	TEST	FWS Student				11.0		
000...	STUDENT2, FWS	102020/81001/TEST/-F...	TEST	FWS Student				20.0		
000...	STUDENT3, FWS	102020/81001/TEST/-F...	TEST	FWS Student						
000...	STUDENT5, FWS	102020/81001/TEST/-F...	TEST	FWS Student				7.0	1.0	
000...	STUDENT9	102020/81001/TEST/-0...	TEST	Student Aid - 10						
100...	STU-TEST01, STU-TEST01	102020/10001/TEST/-0...	TEST	Student Aid - 10			3.0			
100...	STU-TEST02, STU-TEST02	102020/10001/TEST/-0...	TEST	Student Aid - 25						

Select the employee which you want to approve or Select All Rows to approve all employees' timecards.



The last option "Group Edit Results for Approvals" shows records of approval process.

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Previous Pay Period	6/01/2017	4:36PM	testmanager	COMPLETED	Success: 7 Total: 7

WHAT DOES "SIGN-OFF" MEAN?

Once all timecards are approved, Human Resources will then Sign-off on the timecards. Once they are signed off, no adjustments can be made for that time period without contacting Human Resources first.

HOW TO CHECK ACCRUAL BALANCES?

If an employee asks for a balance of their time, here's an easy way to check:

1. Go to the employee's timecard.
2. Highlight the last date that was approved.
3. At the bottom of the screen, click the "Accruals" tab.
4. The balance of time is listed here, in hours, as of the date highlighted.

Manage My Department Timecards

TEST-STAFF1, STAFF1 1 of 1 1000051

Approve Timecard Sign Off Accruals Actions

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Tue 5/23			8:00AM		4:00PM		
Wed 5/24			8:00AM		4:00PM		
Thu 5/25			8:00AM		4:00PM		
Fri 5/26			8:00AM		4:00PM		
Sat 5/27							

Totals Audits **Accruals** Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period
Comp Accrued	0.0	Hour	Sun 1/01 - Sun 12/31
Donated Leave	0.0	Hour	Sun 1/01 - Sun 12/31
Paid Leave Bank	0.0	Hour	Sun 1/01 - Sun 12/31
Prior Year Vacation	140.0	Hour	Sun 1/01 - Sun 12/31
Sick	375.75	Hour	Sun 1/01 - Sun 12/31
Vacation	154.0	Hour	Sun 1/01 - Sun 12/31

What is "Audits" tab?

All edit activities in time card can be checked with "Audit", such as punch-in/out, timecard approval, Sign-off.

Manage My Department Timecards

STUDENT1, FWS 1 of 1 0000020

Approve Timecard Sign Off Accruals Actions

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Fri 5/12								
Sat 5/13								
Sun 5/14								
Mon 5/15			9:00AM		12:00PM			

Totals Audits **Audits** Accruals Historical Corrections

Audits All

Date	Time	Type	Acco... Pay C... Am... Wor...	Override	Comment	Edit Date	Edit Time	User	Data Source
5/19/20...	1:00PM	Add Punch		In Punch		6/01/2017	12:53PM (G...	miqbal.knet...	Timecard Edi...
5/19/20...	3:00PM	Add Punch		Out Pun...		6/01/2017	12:53PM (G...	miqbal.knet...	Timecard Edi...
5/19/20...	3:00PM	Delete Punch		Out Pun...		6/01/2017	12:53PM (G...	miqbal.knet...	Timecard Edi...
5/19/20...	3:00PM	Add Punch		Out Pun...		6/01/2017	4:19PM (GM...	testmanager...	Timecard Edi...
5/26/20...		Sign-off				5/28/2017	8:00AM (GM...	KGarra.knet...	Group Edits

Historical Corrections:

All corrections in previously signed-off timecards will be processed by the payroll department. Department supervisor is required to complete “Historical Edit Request Form” and forward to the payroll office.

ADDING COMMENTS IN THE TIMECARDS

Managers and timekeepers have the option of adding comments to timecards. For example, if an employee is working off campus to attend a training or seminar a comment should be inserted on that particular day.

- a. Once in the employee’s timecard, select the date.
- b. Right click either “In” or “Out” column
- c. Click on Comments

The screenshot shows a timecard interface with a table of dates and punch actions. A dialog box titled "Punch Actions" is open over the Tuesday entry. The dialog box contains the following information:

Date:	5/17/2017
Time:	8:00AM
Rounded Time:	5/17/2017 8:00AM GMT-04:00
Time Zone:	(GMT -05:00) Eastern Time (USA; Canada)

Below the dialog box, there are two buttons: "Edit" (with a pencil icon) and "Comments" (with a speech bubble icon). A red arrow points to the "Comments" button. There is also a "Justify Exception" button with a star icon.

- d. Select one of the created comments or create your own by selecting “See Additional Notes”.
- e. Click Add
- f. Click OK

Some other options in “Genies”

The screenshot shows the "Manage My Department" interface. The "Genies" menu is open, displaying a list of options:

- QuickFind
- FWS Accrual Reporting Period
- IS Summary
- Accrual Reporting Period
- All WTK Exceptions
- Count All WTK Exceptions
- Search Genie
- Approvals Summary
- Approve Timecards

FWS Accrual Reporting Period

It is required for all Federal Work Study students’ supervisors to monitor accrual balance on timely basis. Students and Financial Aid department should be notified if their accrual balance is running low. Student should not be allowed to continue to work if his/her balance is close to zero.

Name	Person...	Type	Cos...	Acce...	Departm...	Job...	Units	Taken To Date	Accrual Vested Bala	Planned Takings	Vested Ending Bala	Email Address
STUDENT1, FWS	0000020	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	42.75	114.0	0.0	114.0	student1@ke...
STUDENT2, FWS	0000022	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	20.0	120.0	0.0	120.0	student2@ke...
STUDENT3, FWS	0000023	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	5.0	77.0	0.0	77.0	student3@ke...
STUDENT5, FWS	0000025	FWS Ho...	810...	TEST	TEST DE...	STU...	Hour	7.0	33.0	0.0	33.0	student5@ke...

IS Summary:

IS summary option provides employees detail profile information. (Informational purposes only)

Accrual Reporting Period:

This option displays the accrual balances for all employees within the department. As a default, the time period will be set to “Today,” but can be changed to any desired range of dates. The data can be exported to excel by selecting “Actions” and “Export to Excel”.

Person...	Name	Type	Reporting P...	Units	Vested Opening Bal	Earned To Date	Taken To Date	Planned Takings	Vested Ending Bal	Email...
1000053	TEST-FACULTY, FACULTY	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000053	TEST-FACULTY, FACULTY	Sick	1/01/2017 -...	Hour	115.5	87.5	0.0	0.0	203.0	
1000051	TEST-STAFF1, STAFF1	Comp Accrued	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Donated Leave	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000051	TEST-STAFF1, STAFF1	Prior Year Vac...	1/01/2017 -...	Hour	0.0	154.0	14.0	0.0	140.0	
1000051	TEST-STAFF1, STAFF1	Vacation	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000051	TEST-STAFF1, STAFF1	Sick	1/01/2017 -...	Hour	270.75	105.0	0.0	0.0	375.75	
1000052	TEST-STAFF2, STAFF2	Donated Leave	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000052	TEST-STAFF2, STAFF2	Paid Leave Bank	1/01/2017 -...	Hour	0.0	0.0	0.0	0.0	0.0	
1000052	TEST-STAFF2, STAFF2	Comp Accrued	1/01/2017 -...	Hour	7.0	0.0	0.0	0.0	7.0	
1000052	TEST-STAFF2, STAFF2	Vacation	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000052	TEST-STAFF2, STAFF2	Prior Year Vac...	1/01/2017 -...	Hour	0.0	154.0	0.0	0.0	154.0	
1000052	TEST-STAFF2, STAFF2	Sick	1/01/2017 -...	Hour	199.75	105.0	0.0	0.0	304.75	
11										

All WTK Exceptions

This shows any exceptions in employee timecard, such as late-in, early-out, longer break etc.

Manage My Department Timecards

Genies

All WTK Exceptions Loaded 10:37AM Current Pay Period

Select All Rows Column Selection Filter People Timekeeping Accruals Approval

Name	Bonus Ap...	Break Out...	Cancel De...	Core Hour...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out	Long Break
TEST-STAFF1,...					✓				✓		
TEST-STAFF2,...											
TEST-FACULTY...											

To see the exceptions, look at the employee timecard. In the following example, employee was late on 5/31 and came early on 6/2 as per schedule (8AM – 4PM)

Timecards

TEST-STAFF1, STAFF1 1 of 1 1000051 Load

Approve Timecard Accruals Actions

Date	Pay Code	Amount	In	Tra...	Out	In Tra...	Out S...	Shift	Daily
Mon 5/29	Memorial Day	7.0							7.0
Tue 5/30			8:00AM		4:00PM			7.0	7.0
Wed 5/31			10:00AM		4:00PM			5.0	5.0
Thu 6/01			8:00AM		4:00PM			7.0	7.0
Fri 6/02			7:00AM		4:00PM			8.0	8.0
Sat 6/03									
Sun 6/04									
Mon 6/05			8:00AM		4:00PM			7.0	7.0

Count All WTK Exceptions

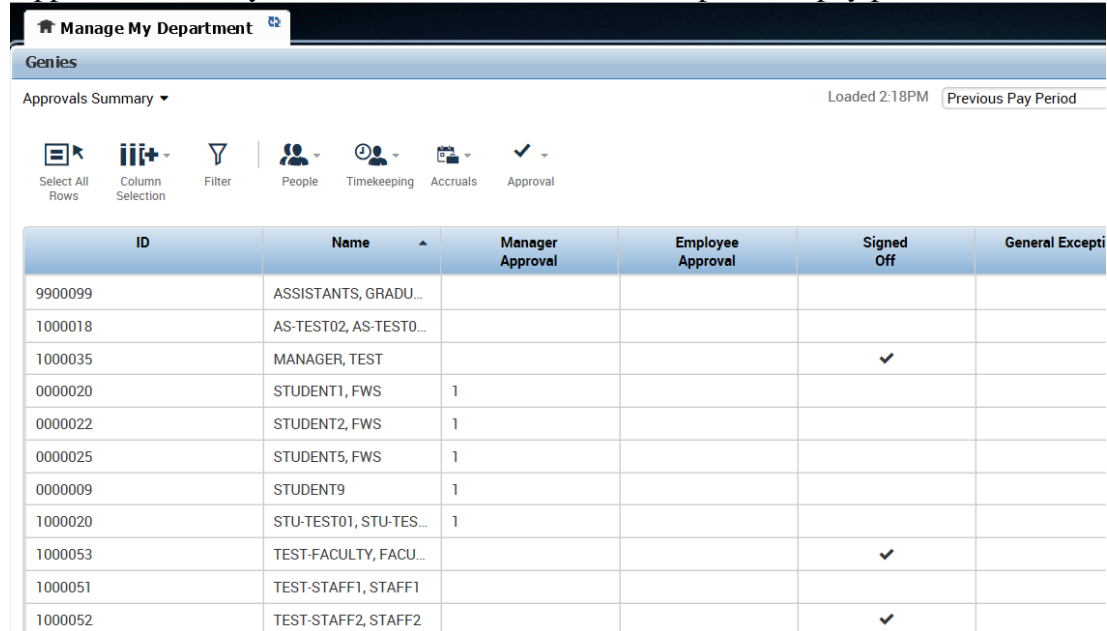
Count All WTK Exceptions Loaded 10:47AM Current Pay Period All

Select All Rows Column Selection Filter People Timekeeping Accruals Approval

Name	Bonus Ap...	Break Out...	Cancel De...	Core Hour...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out	Long Break
TEST-STAFF1,...	0	0	0	0	1	0	0	0	1	0	0
TEST-STAFF2,...	0	0	0	0	0	0	0	0	0	0	0
TEST-FACULTY...	0	0	0	0	0	0	0	0	0	0	0
STU-TEST01.S...	0	0	0	0	0	0	0	0	0	0	0

Approval Summary

Approval Summary will show the timecards status in previous pay period.

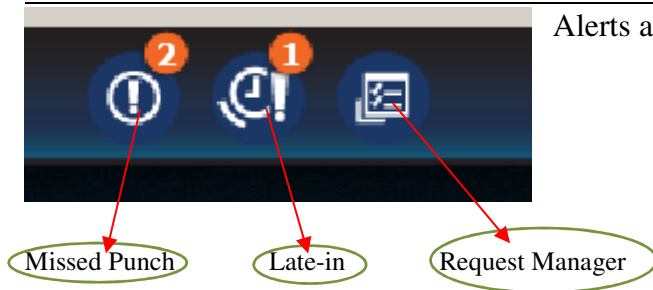


ID	Name	Manager Approval	Employee Approval	Signed Off	General Excepti
9900099	ASSISTANTS, GRADU...				
1000018	AS-TEST02, AS-TEST0...				
1000035	MANAGER, TEST			✓	
0000020	STUDENT1, FWS	1			
0000022	STUDENT2, FWS	1			
0000025	STUDENT5, FWS	1			
0000009	STUDENT9	1			
1000020	STU-TEST01, STU-TES...	1			
1000053	TEST-FACULTY, FACU...			✓	
1000051	TEST-STAFF1, STAFF1				
1000052	TEST-STAFF2, STAFF2			✓	

Approve Timecard

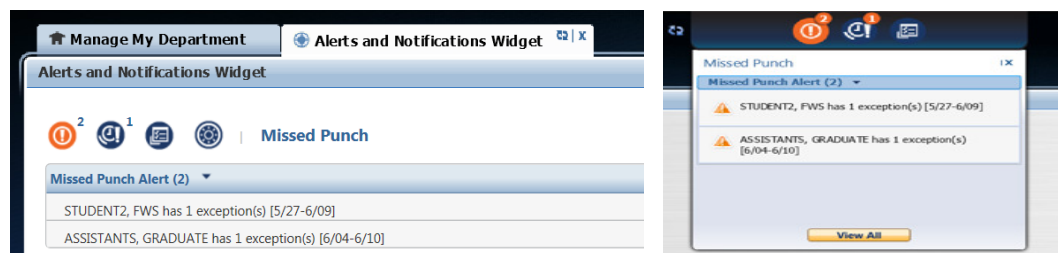
Approve timecard Genie can be used to approve timecards.

ALERTS AND NOTIFICATION WIDGES



To access, double click on alert to see the issue in the timecard.

For example, double click on Missed Punch, system will display the following screen.

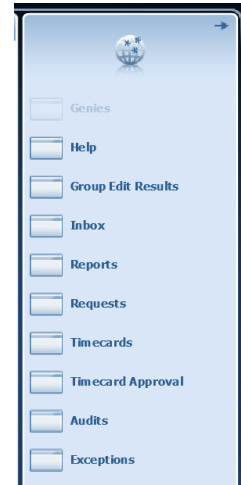
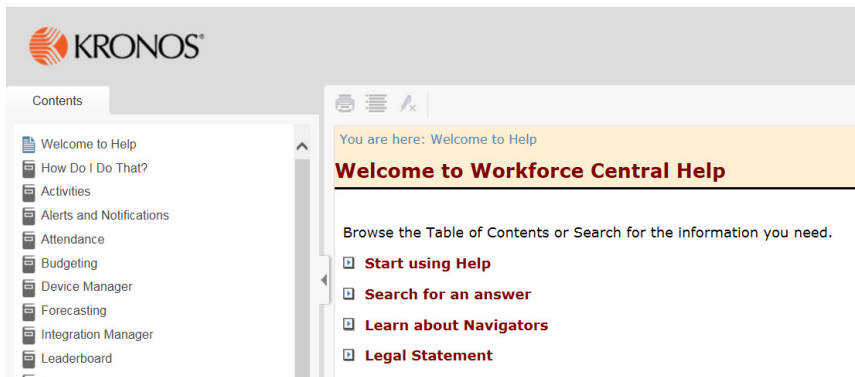


RELATED ITEMS

Left of the screen shows Related Items pane.

Help:

Kronos provides an extensive online help option. The system knows which area of KRONOS you are working on and by clicking “Help”, a Manager/Timekeeper can access complete documentation.



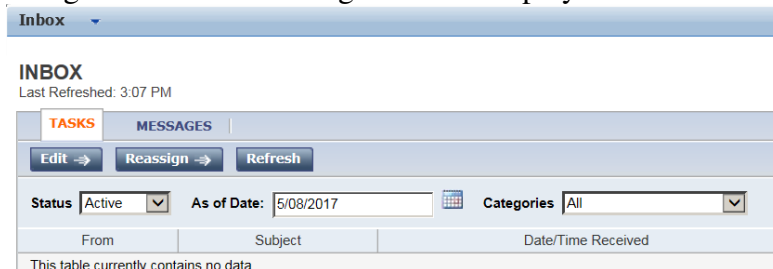
Group Edit Results:

Group Edit Results shows the status of employees’ timecards in previous pay period.

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Previous Pay Period	6/01/2017	4:38PM	testmanager	COMPLETED	Success: 7 Total: 7

Inbox

Assigned tasks and messages will be displayed.

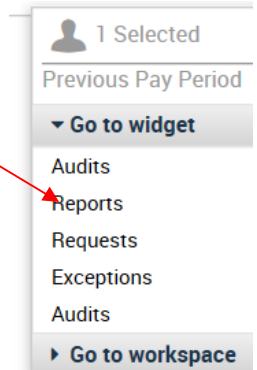


REPORTS

Managers/Timekeepers have access to every report in the KRONOS System. However, the reports that are most helpful are: **Accrual Debit Activity Summary** (Balance of Accruals as of a specific date), **Accrual Detail** (A detailed breakdown of all time earned and used through a specific range of dates) and **Accrual Summary** (A list of all vacation, sick, comp etc. days used and the date in which they were used.)

How To Run Reports?

Select the employee (or a group) and open the timecard. Drop down
Click Reports;



- Click on SELECT REPORT.
- Expand Reports pane and select the type of the report.
- Select report criteria.
- Click Run Report.

System will display the following screen.

Report Name	Format	Date In	Date Done	Status	Output	User
Accrual Detail	pdf	6/08/2017 10:16AM	6/08/2017 10:16AM	Complete	Screen	testmanager

Click Refresh Status to check the current status of the report. Once it shows complete, click View Report.

Please see the sample of the most common reports in Appendix.

APPENDIX

Accrual Detail

Data Up to Date: 6/8/2017 10:16:43 AM
 Executed on: 6/08/2017 10:16AM GMT-04:00
 Printed for: testmanager

Time Period: Previous Pay Period
 Query: Previously Selected Employee(s)

Accrual Code	Effective Date	Action	Amount	Running Balance	Pay Code	Source	Edit Date	Edited By
TEST-STAFF1, STAFF1				ID: 1000051				
Comp Accrued (Hours)								
Fri 5/12/2017				Balance Forward	0.00			
Total Debits:			0.00	Total Credits:	0.00			
Donated Leave (Hours)								
Fri 5/12/2017				Balance Forward	0.00			
Total Debits:			0.00	Total Credits:	0.00			
Paid Leave Bank (Hours)								
Fri 5/12/2017				Balance Forward	0.00			
Total Debits:			0.00	Total Credits:	0.00			
Personal (Hours)								
Fri 5/12/2017				Balance Forward	0.00			
Total Debits:			0.00	Total Credits:	0.00			
Prior Year Vacation (Hours)								
Fri 5/12/2017				Balance Forward	147.00			
Tue 5/16/2017		Taken	-7.00			Prior Year Vacation	140.00	
Total Debits:			7.00	Total Credits:	0.00			
Sick (Hours)								
Fri 5/12/2017				Balance Forward	375.75			
Total Debits:			0.00	Total Credits:	0.00			
Vacation (Hours)								
Fri 5/12/2017				Balance Forward	154.00			
Total Debits:			0.00	Total Credits:	0.00			

Total Number of Employees: 1

Accrual Debit Activity Summary

Data Up to Date: 6/8/2017 10:55:41 AM
Executed on: 6/08/2017 10:55AM GMT-04:00
Printed for: testmanager

Time Period: Previous Pay Period
Query: Previously Selected Employee(s)

TEST-STAFF1, STAFF1 ID: 1000051

Accrual Code	Day of Week	Effective Date	Amount	Pay Code that Affected Accrual
Prior Year Vacation	Tuesday	5/16/2017	7.00	Prior Year Vacation

Number of Accrual Debits Taken on:

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
0	0	1	0	0	0	0

Grand Totals:

Total Number of Employees: 1

Total Number of Accrual Debits: 1

Accrual Summary

Data Up to Date: 6/8/2017 10:57:09 AM
 Executed on: 6/08/2017 10:57AM GMT-04:00
 Printed for: testmanager

Time Period: Previous Pay Period
 Query: Previously Selected Employee(s)

Accrual Code	Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
TEST-STAFF1, STAFF1		1000051			
Comp Accrued (Hours)					
	Sat 5/13/2017	0.00	0.00	0.00	0.00
Donated Leave (Hours)					
	Sat 5/13/2017	0.00	0.00	0.00	0.00
Paid Leave Bank (Hours)					
	Sat 5/13/2017	0.00	0.00	0.00	0.00
Personal (Hours)					
	Sat 5/13/2017	0.00	0.00	0.00	0.00
Prior Year Vacation (Hours)					
	Sat 5/13/2017	147.00	0.00	7.00	140.00
Sick (Hours)					
	Sat 5/13/2017	375.75	0.00	0.00	375.75
Vacation (Hours)					
	Sat 5/13/2017	154.00	0.00	0.00	154.00

Total Number of Employees: 1