

# Accrual Actions

## Purpose:

This job aid will help you perform an accrual reset in Kronos.

## Steps

Find the employee you want to use by searching their name or employee ID in the **QuickFind**.

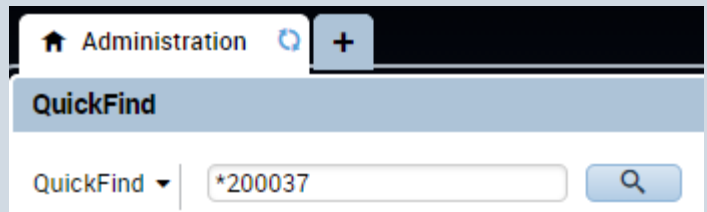
Double click on their name to navigate to their timecard.

Select **Reset Accruals** here, this will allow you to just set a new value for an accrual bucket.

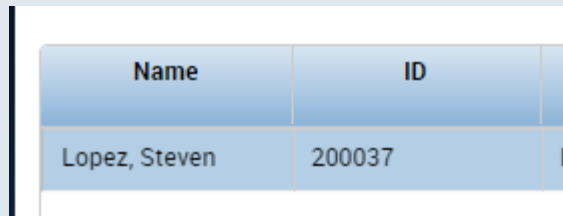
Select the date at which you want the change to take effect, the accrual code, and the vested amount which will be the actual balance in the bucket.

Hit OK, and then hit **Save**.

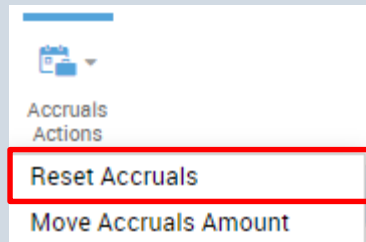
## Screenshots



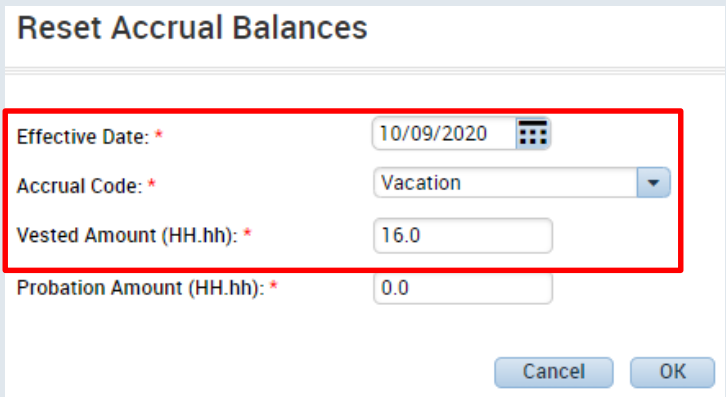
The screenshot shows the 'Administration' section of the Kronos system. A 'QuickFind' search bar is visible with a dropdown menu set to 'QuickFind'. The search input field contains the text '\*200037' and a search icon is to the right.



Name	ID
Lopez, Steven	200037



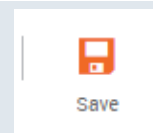
The screenshot shows a menu titled 'Accruals Actions'. The 'Reset Accruals' option is highlighted with a red rectangular box. Other options visible include 'Move Accruals Amount'.



The screenshot shows the 'Reset Accrual Balances' dialog box. The following fields are highlighted with a red rectangular box:

- Effective Date: \* 10/09/2020
- Accrual Code: \* Vacation
- Vested Amount (HH.hh): \* 16.0
- Probation Amount (HH.hh): \* 0.0

Buttons for 'Cancel' and 'OK' are visible at the bottom right of the dialog box.



The screenshot shows a 'Save' button with a floppy disk icon.

## Steps

## Screenshots

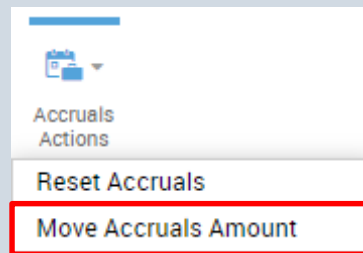
After you hit Save, open the totals section using the **button** shown here to validate the change went through.



On the accruals tab, you will be able to see the current balance of every accrual bucket.

Totals	Accruals	Audits	Historical Corrections
Accrual Code	Accrual Available Balance		
Sick Leave Bank	0.0		
Sick Leave Donation	0.0		
Sick Parental	0.0		
Vacation	16.0		


Under the accruals button you also have access to the **Move Accruals Amount** shown here.





The Move Accrual Amount option is mainly used if you want to reduce hours from one bucket and add it to the other, especially in situations where the wrong bucket was accidentally used.

This can be done using a Reset Accruals as well but this does the process in one step.

### Move Accrual Amount

Effective Date: \* 10/09/2020 

From Accrual Code: \* Bone Marrow Donor 

To Accrual Code: \* Comp Time 

Amount (HH.hh): \*