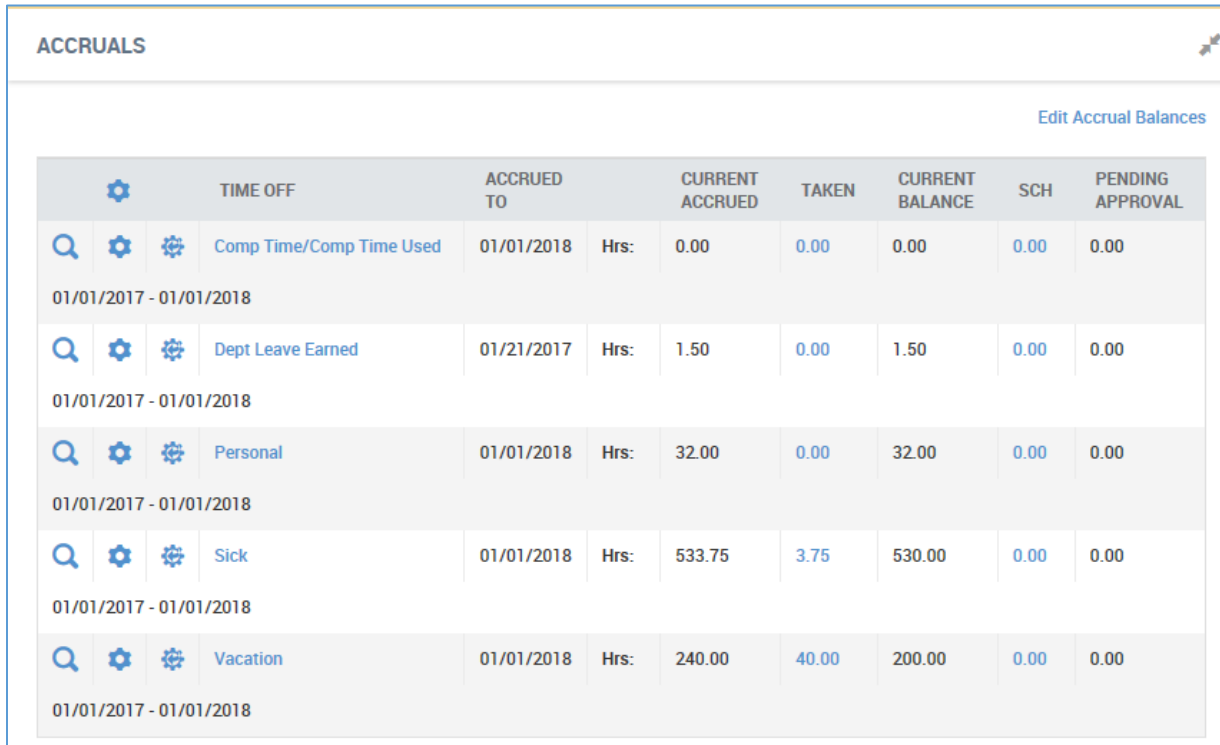


Resetting Accrual Balances in WFR

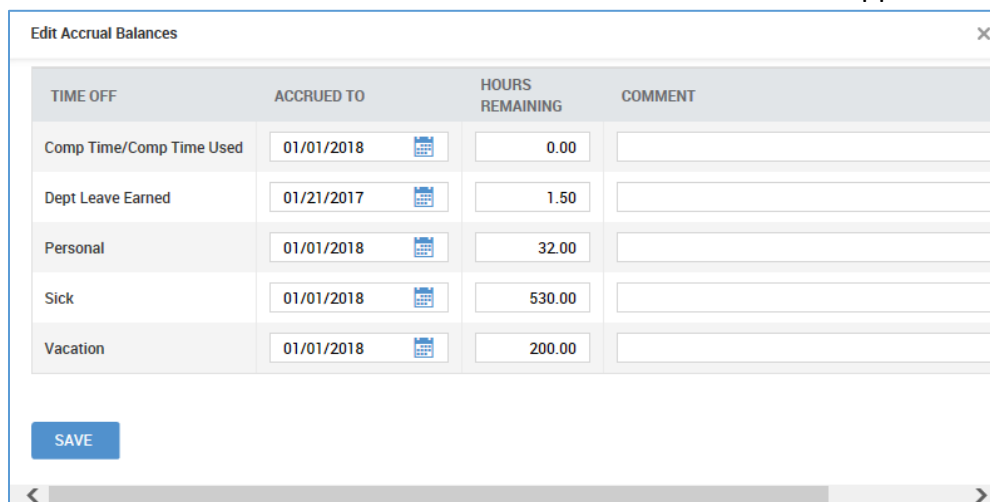
If time needs to be changed after submitting a WFR file to payroll and that payroll has been closed in WFR, send an email to VandPayroll@vanderburghgov.org as to what to adjust so that payroll can correct the error in MUNIS. Then reset the accrual balance in Kronos WFR by following these instructions:

- In the employee's Main page in WFR, scroll to the Accruals section:



TIME OFF	ACCRUED TO	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
Comp Time/Comp Time Used	01/01/2018	Hrs: 0.00	0.00	0.00	0.00	0.00
01/01/2017 - 01/01/2018						
Dept Leave Earned	01/21/2017	Hrs: 1.50	0.00	1.50	0.00	0.00
01/01/2017 - 01/01/2018						
Personal	01/01/2018	Hrs: 32.00	0.00	32.00	0.00	0.00
01/01/2017 - 01/01/2018						
Sick	01/01/2018	Hrs: 533.75	3.75	530.00	0.00	0.00
01/01/2017 - 01/01/2018						
Vacation	01/01/2018	Hrs: 240.00	40.00	200.00	0.00	0.00
01/01/2017 - 01/01/2018						

- Click on the **Edit Accrual Balances** link and the screen below will appear:



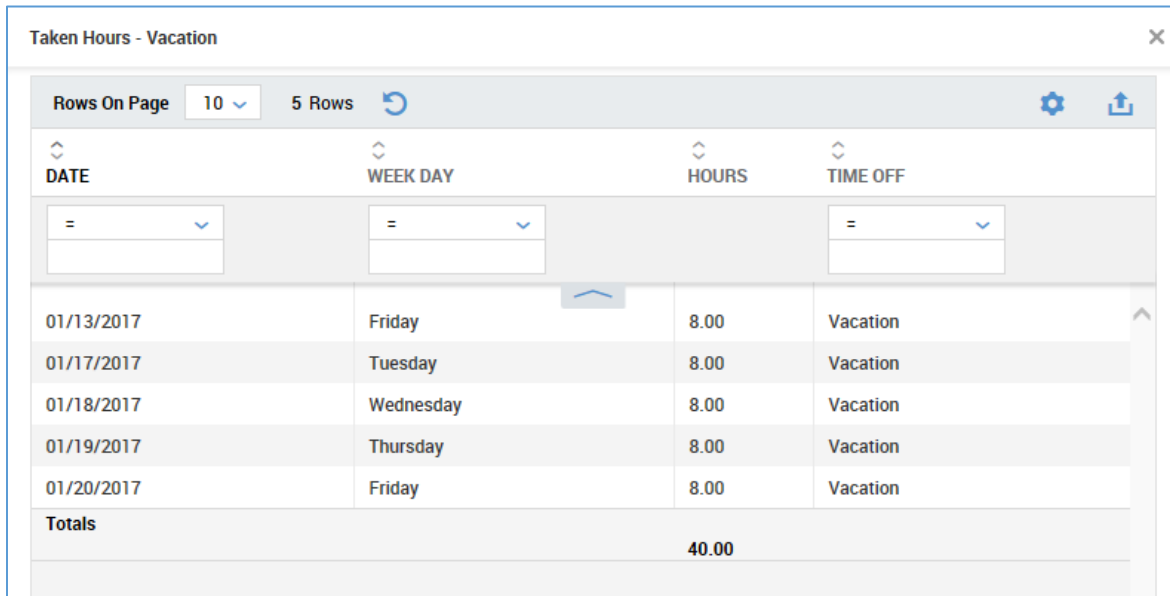
TIME OFF	ACCRUED TO	HOURS REMAINING	COMMENT
Comp Time/Comp Time Used	01/01/2018	0.00	
Dept Leave Earned	01/21/2017	1.50	
Personal	01/01/2018	32.00	
Sick	01/01/2018	530.00	
Vacation	01/01/2018	200.00	

SAVE

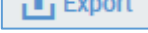
- Adjust the **Hours Remaining** for the Time Off Category.
- You will be required to enter a comment in the **Comment** section
- Click on **Save** at the bottom.
- When you return to the Main page for the employee, the Current Balance should reflect your change.

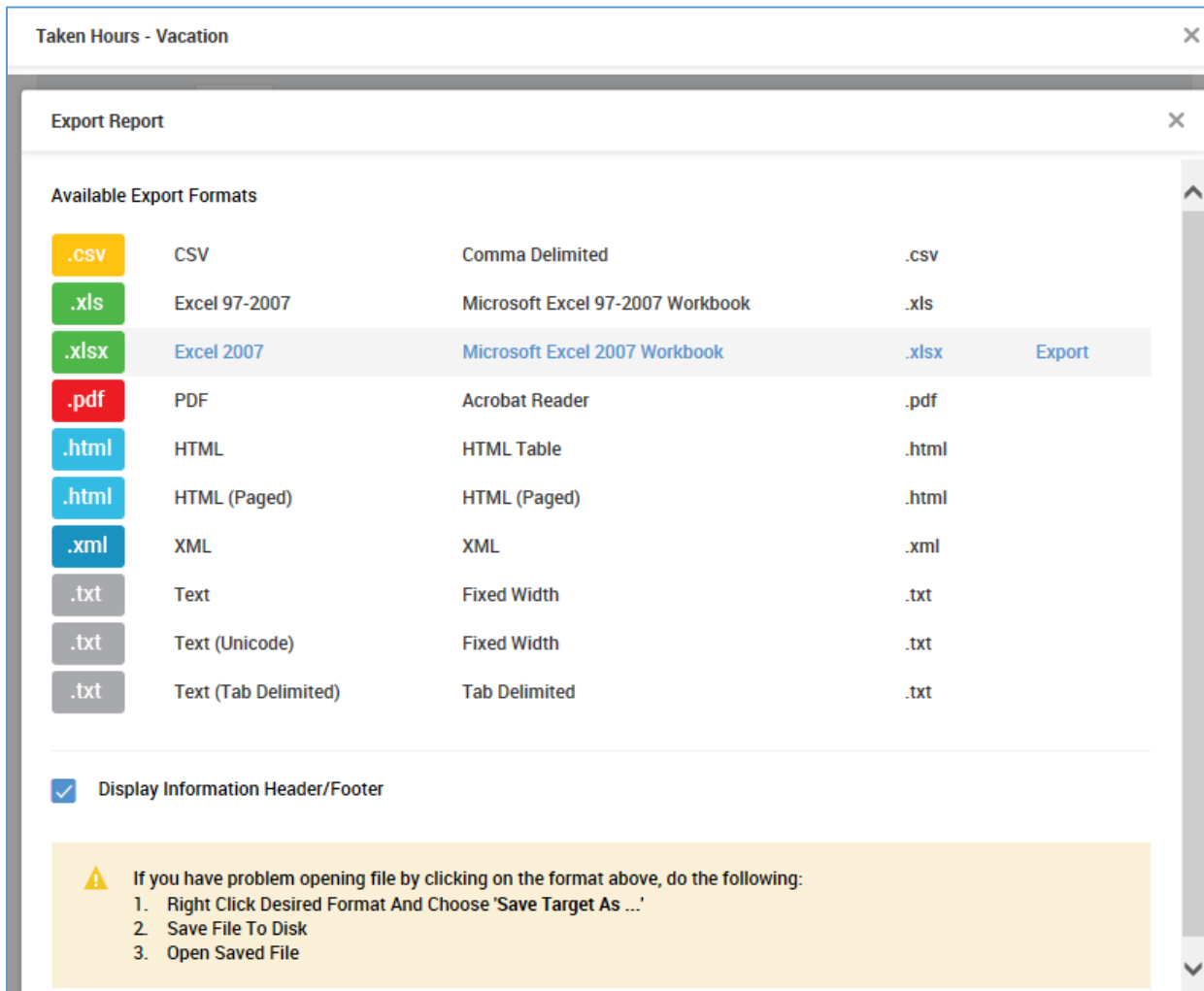
Additional Notes on Accruals:

- Please note that you can view time already taken for each Time Off Category by clicking on the corresponding link under the **Taken** column. The following screen will appear:



DATE	WEEK DAY	HOURS	TIME OFF
01/13/2017	Friday	8.00	Vacation
01/17/2017	Tuesday	8.00	Vacation
01/18/2017	Wednesday	8.00	Vacation
01/19/2017	Thursday	8.00	Vacation
01/20/2017	Friday	8.00	Vacation
Totals		40.00	

- If you would like to move this data to a report, click on **Export**  and save the document to the format desired (Ex: PDF & Excel):



Export Report

Available Export Formats

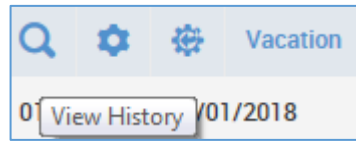
Format	Extension	Description	File Type	Action
.csv	CSV	Comma Delimited	.csv	
.xls	Excel 97-2007	Microsoft Excel 97-2007 Workbook	.xls	
.xlsx	Excel 2007	Microsoft Excel 2007 Workbook	.xlsx	Export
.pdf	PDF	Acrobat Reader	.pdf	
.html	HTML	HTML Table	.html	
.html	HTML (Paged)	HTML (Paged)	.html	
.xml	XML	XML	.xml	
.txt	Text	Fixed Width	.txt	
.txt	Text (Unicode)	Fixed Width	.txt	
.txt	Text (Tab Delimited)	Tab Delimited	.txt	

Display Information Header/Footer

⚠ If you have problem opening file by clicking on the format above, do the following:

1. Right Click Desired Format And Choose 'Save Target As ...'
2. Save File To Disk
3. Open Saved File

- Likewise, if you using WFR for requests for time off, you can click on the corresponding link under the **Sch** column to review any scheduled time off.
- If you would like to review the history for the Accrual Category, click on the magnifying glass to the left



of the Time Off Category: and the history will appear. This information can also be exported as detailed earlier in these instructions.