



Accrual Balances w/ Dataviews & Accrual Definitions

View accrual balances in a Dataview, and definition of what each column in the accrual dataview represents and how they interact with each other

Task

1. From the **Main Menu** navigate to **Dataviews & Reports > Dataview Library**
2. Select **Accrual Details** and choose the time period you want to view (default is "Today".)
3. Each row represents a time off benefit that you are eligible for. If such a benefit has an associated accrual, it will be found in this row defined by the column headers.

✓	Accrual Code Na...	Accrual Reportin...	Accrual Opening ...	Current Vested B...	Accruals Earned ...	Accruals Taken t...	Accrual Availabl...	Accrual Planned ...	Accrual Pending ...	Accrual En...
<input type="checkbox"/>	Jury Duty	2019-07-01 - 2020-06-30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Sick Time	2019-07-01 - 2020-06-30	0.00	398.81	13.86	8.00	398.81	0.00	69.30	468.06
<input type="checkbox"/>	Sick Overflow	2019-07-01 - 2020-06-30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Family Care	2019-07-01 - 2020-06-30	0.00	-8.00	0.00	8.00	-8.00	0.00	0.00	-8.00
<input type="checkbox"/>	Bereavement	2019-07-01 - 2020-06-30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Community Service	2019-07-01 - 2020-06-30	0.00	8.00	0.00	0.00	8.00	0.00	0.00	8.00
<input type="checkbox"/>	Military Leave	2019-07-01 - 2020-06-30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	Personal Time	2019-07-01 - 2020-06-30	0.00	208.92	16.62	0.00	167.05	64.00	83.08	227.92

Details of time off accrual columns within this Dataview:

- **Accrual Code Name** – The applicable time off benefit
- **Accrual Reporting Period** – Fiscal Year July 1st through June 30th
- **Accrual Opening Vested Balance** – Available balance as of the start of the Fiscal Year*
- **Current Vested Balance** – Current accrued balance, *regardless of future takings*. The formula that determines this is as follows: Opening Vested Balance + Accruals Earned to Date – Accruals Taken to Date = Current Vested Balance
- **Accruals Earned to Date** – Accrued hours earned from start of fiscal year through the selected time period
- **Accruals Taken to Date** – Time off utilized by the employee from start of fiscal year through the selected time period
- **Accrual Available Balance** – Balances available to cover time off as of the date selected, inclusive of future time off requests**. The formula that determines this is as follows: Opening Vested Balance + Accruals Earned to Date – Accruals Taken to Date – Accrual Planned Takings + Accrual Pending Grants up to Planned Takings = Available Balance
- **Accrual Planned Takings** – Approved time off requests scheduled for future date (s) from time period being reviewed
- **Accrual Pending Grants** – Accruals to be earned in the future - calculated up to 9 months in the future or through the end of fiscal year (*whichever comes first*), as determined by the employee’s standard scheduled hours***
- **Accrual Ending Vested Balance** – Closing balance at end of fiscal year****. Formula that determines this is: Opening Vested Balance + Accruals Earned to Date + Accrual Pending Grants – Accruals Taken to Date – Accrual Planned Takings = Accrual Ending Balance

Notes:

Accrual calculations occur at the close of a pay period – accruals earned during the pay period will not appear in Current Vested or Accrual Available balances until then (they are part of the Accrual Pending Grants calculation.)

Benefit types without an active accrual may behave differently than expected. For example, the available balance of Family Care should not appear greater than zero. When utilized, it appears as a negative balance and draws down the Sick Time balance.

*Any employee added to the Kronos system after the start of the fiscal year will see a zero (0) balance in this field.

**The available balance on a given date will not prevent a request from being made and approved. However, if the vested balance (combined with the grant at the end of the pay period) is not enough to cover the time off during the pay period in which it is taken, it may result in unpaid time off.

***For non-exempt, hourly employees, this is an estimate – the accrual grants will be applied based on actual worked hours during the period in which they are earned.

**** Accrual Ending Vested Balance - this figure is calculated based on the formula above, but can only predict Accrual Pending Grants either up to 9 months into the future or the end of the fiscal year, whichever comes first. This will not prevent an employee from requesting time off into the future, beyond the fiscal year end, as long as it is not more than 9 months into the future. (**EX:** It is April and you are requesting time off for October).