Checking and projecting leave balances

Regular full- and part-time employees accrue various types of leave. Employees have two options for checking and projecting leave balances:

- The timecard
- The Request Time Off form

The timecard is the fastest way to review current balances, while the Request Time Off form is the easiest way to project balances into the future.

Checking current leave balances using the timecard

1. Log into Kronos and open your timecard.
2. Click on the **Show/Hide More Content** command at the bottom of the window.
3. Click on the **Accruals** tab.
4. The Accruals tab, by default, shows balances for the first day of the work week, so **you must select a specific day** to review leave balances on that day. In the screenshot below, the employee has 182 hours of Annual Leave because a specific date is not selected, and so the system is looking at the Saturday, 5/30 balance:
Checking and projecting leave balances

Once Monday, 6/1 is selected by clicking on the date cell on the timecard, the available balance updates to reflect the annual leave accrued on the first day of the month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 5/30</td>
<td></td>
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<tr>
<td>Sun 5/31</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mon 6/1</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>4:30PM</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 6/2</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>4:30PM</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 6/3</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>4:30PM</td>
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<tr>
<td>Thu 6/4</td>
<td></td>
<td></td>
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<td>4:30PM</td>
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</tr>
<tr>
<td>Fri 6/5</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td>4:30PM</td>
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</tbody>
</table>

**Projecting leave balances using the Request Time Off form**

1. Log into Kronos and navigate to the My Calendar page.  
   *Note for supervisors and timekeepers:* use the [Accessing your My Information page](#) directions to open the My Information page first.

2. When the My Calendar page opens, click on the **Request Time Off** command on the left-hand side of the page.
Checking and projecting leave balances

3. When the Request Time Off form appears, your current leave balances are shown in the lower half of the window.

4. Click on the calendar icon to the right of the date to open a calendar.

5. Use the scroll arrows to select the correct month, and then click on a specific day to see the leave balances updated for that date.

6. The leave balances display on the list below.

Notes:
- Leave balances are automatically updated on the first day of the month, so you can select any day in the month itself to see your balances for that month.
- Kronos does not deduct for any leave that has already been approved, so when reviewing future balances you must keep in mind any leave requests you have already made between now and then.