Keeping track of your COVID19 Emergency Sick Leave usage

Kronos users can keep track of their usage of the 80 hours of Emergency Sick Leave granted by the federal Families First Coronavirus Relief Act by looking at their timecard’s Accruals tab.

For more information, review the Understanding the COVID19 leave codes documentation.

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 determine the remaining amount of Emergency Sick Leave. In the screenshot below, the employee has 72 hours of Emergency Sick Leave because a specific date is not selected, and so the system is looking at the Saturday, 4/4 balance:

Once Monday, 4/6 is selected by clicking on the date cell on the timecard, the available balance of Emergency Sick Leave decreases to 64 hours: