



# 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.

### Details of time off accrual columns within this Dataview:

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



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 the end of the pay period (they are part of the Accrual Ending Grats 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