Accrual Debit Activity Summary Report – displays time off an employee has taken and time that has been approved for future dates.

To access this report log on to Kronos:

- 1. Click Timekeeping then, Reconcile Timecard.
- 2. Highlight the employee or group of employees then, click the Reports tab.

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|---------------------------|---|--------------------------------|---|---------------------------------|---|---------------|
| mecard Sche | dule Reports Atten | dance | | | | |
| | E TIMECARD | | Show | 10767 - Inventory C | ontrol | Edit |
| Lest kerresned; 12:13PM | | | Time Period | Yesterday | | Refresh |
| Actions * Pu Person ID | nch * Amount * Aci Name | cruals Schedule I/ Unex Abs | Approvals A | Attendance * Missed Punch | Short Break | Long Break |
| Paristi . | Internet Internet | | | | | |
| 1944 | eth) | | | | | |
| | | | | | | |

- 3. Select Detail Genie then highlight Accrual Debit Activity Summary.
- 4. In the Show box "Previously Selected Employee(s) will show, if employees in step 2 were selected, Select a Hyper-find query from the drop down list.
- 5. Click on the Time Period drop down button. Select "Range of Dates".
 - a. The start date should be the first day of the Fiscal period or Calendar year: May 1, (year) or Jan 1, (year)
 - b. End date should be the last day of the Fiscal period or Calendar Year: April 30, (year) or Dec 31, (year)

| REPORTS Last Refreshed: 12:15PM | Show Previously Selected Employee(s) Time Period 5/01/2009 - 4/30/2010, Range of Dates |
|---|--|
| SELECT REPORT SET OPTIONS CHECK RUN STATUS | |
| Run Report Refresh Schedule 🔿 E-mail 🔿 | Send To Printer 🔿 Print Screen 🔿 |
| Categories - All - All - Accruals - Attendance - Configuration - Data Collection - Detail Genie - Absent Employees - Accrual Balances and Projections - Accrual Debit Activity Summary - Accrual Detail - Accrual Detail - Accrual Summary | Accrual Debit Activity Summary Description Displays the accrual code abbrev accrual debit occurred. |

| American Woodmark | Title: | | Revised |
|-------------------------|---|--|---------|
| Kronos Best Practice | Accrual Debit Activity Summary Report (EE Accrual listing) | | 9/18/13 |

- 6. Click the Run Report button.
- 7. On the Report screen the Accrual Debit Activity Summary status may show "Running". If it does click the "Refresh Status" button until the status change to "Complete".

| REPORTS Last Refreshed: 12:17PM | Show [| Previously Selected Employee(s) | | | Edit | | |
|--|---|---------------------------------|----------|------------------------------|---------|--------|--|
| | | Time Period | 5/01/20 | 009 - 4/30/2010, Range of Da | tes 💌 | | |
| SELECT REPORT SET OPTIONS CHECK | SELECT REPORT SET OPTIONS CHECK RUN STATUS | | | | | | |
| View Report Refresh Status Del | View Report Refresh Status Delete Print Screen -⇒ | | | | | | |
| Report Name | Format | Date In | ∇ | Date Done | Status | Output | |
| Accrual Debit Activity Summary | pdf | Fri 6/19/2009 12:17 | :12PM | | Running | Screen | |
| Accrual Dahit Activity Summary net EVI 8/19/0009 12:07:18DM EVI 8/19/0009 12:07:17DM Complete Screen | | | | Soreen | | | |

8. Then click the "View Report" button.

| Accrual Debit | Activity Summary | Data Up to Date: Executed on: Printed for: | 6/19/2009 1:09:40 PM 6/19/2009 1:09:40 PM | |
|------------------------|--|--|--|--|
| Time Period: Query: | 5/01/2009 - 4/30/2010 Previously Selected Employee(s) | | | |

| 004,000 | 0x | | 0.000 | | | |
|------------------------------|------------------|----------|-----------|-----------------------------------|--------|-------------------------------------|
| Accrual Code | | Day of W | eek | Effective Date | Amoun | t Pay Code that Affected Accrual |
| FH-Pers | | | | | | |
| | | Friday | | 5/1/2009 | 8 | 8.00 Personal-Floater Payout-Hrly |
| | | Monday | | 5/4/2009 | 8 | 8.00 Personal-Floater-Hrly |
| Number of Accru | ual Debits Taken | on: | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 0 | 1 | 0 | 0 | 0 | 1 | 0 |
| Grand Totals: | | | | | | |
| Total Number of Employees: 1 | | | To | Total Number of Accrual Debits: 2 | | |

****** Location Instructor: Provides details on local practices for this query.