

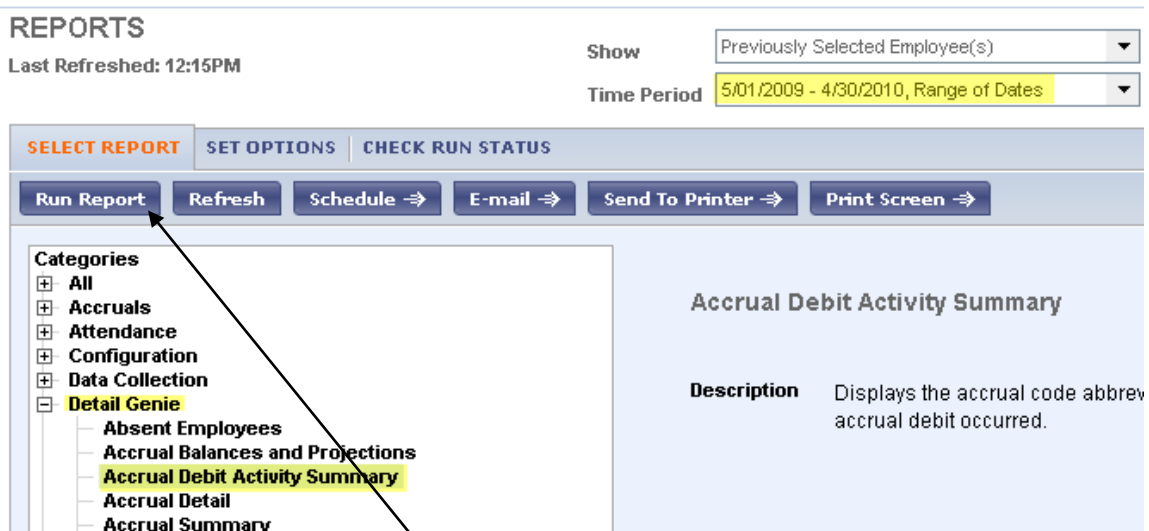
**Accrual Debit Activity Summary Report – displays time off an employee has taken and time that has been approved for future dates.**

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.



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)



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:    
Time Period:

**SELECT REPORT** | **SET OPTIONS** | **CHECK RUN STATUS**

| Report Name                    | Format | Date In                  | Date Done                | Status   | Output |
|--------------------------------|--------|--------------------------|--------------------------|----------|--------|
| Accrual Debit Activity Summary | pdf    | Fri 6/19/2009 12:17:12PM |                          | Running  | Screen |
| Accrual Debit Activity Summary | pdf    | Fri 6/19/2009 12:07:16PM | Fri 6/19/2009 12:07:17PM | Complete | Screen |

8. Then click the “View Report” button.

**Accrual Debit Activity Summary**

Data Up to Date: 6/19/2009 1:09:40 PM  
Executed on: 6/19/2009 1:09:40 PM  
Printed for: [REDACTED]

Time Period: 5/01/2009 - 4/30/2010  
Query: Previously Selected Employee(s)

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| Accrual Code | Day of Week | Effective Date | Amount | Pay Code that Affected Accrual |
|--------------|-------------|----------------|--------|--------------------------------|
| FH-Pers      | Friday      | 5/1/2009       | 8.00   | Personal-Floater Payout-Hrly   |
|              | Monday      | 5/4/2009       | 8.00   | Personal-Floater-Hrly          |

Number of Accrual Debits Taken on:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 0      | 1      | 0       | 0         | 0        | 1      | 0        |

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Grand Totals:  
Total Number of Employees: 1      Total Number of Accrual Debits: 2

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