"How to see my Accruals history" instructions
Issue: Employee wants to view information related to their accruals (how much was given, how much was used, when it was used, etc.)

Ways to see this information:

1) Timeclock – this will give you a SUMMARY of your Leave information. DETAILED information is available through the website. Screenshots below.

"How to see my Accruals history" instructions

Available Accrual Balances are displayed

1st: Touch here

Where to view how much has been accrued; taken; scheduled; or pending approval.

"How to see my Accruals history" instructions

2) Website (accessed through the District homepage) – DETAILED information may be found by following the instructions below. **Note: your home screen may have additional icons in the Start menu – the steps will be the same.

Click here

KRONOS   01:13 PM (CDT)   Workforce Ready   Search

Today's Tasks

⊘ You're all caught up!

Home   ⚙ ▾

★ Start

My Account
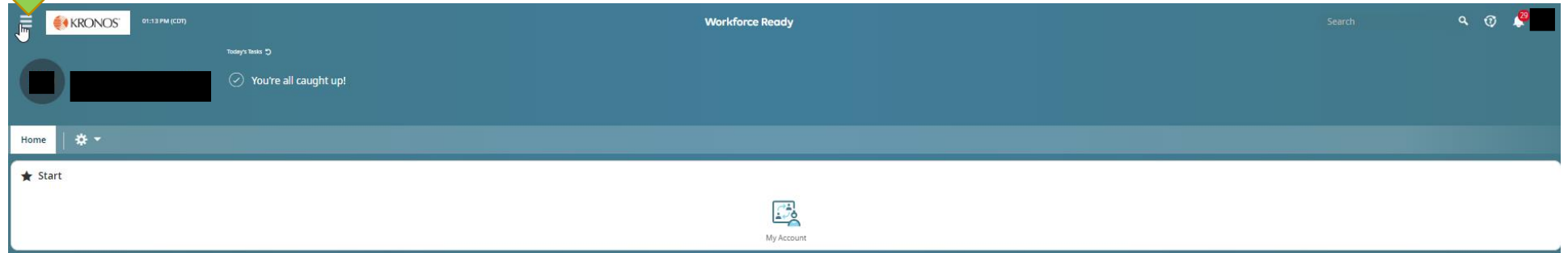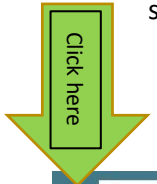
"How to see my Accruals history" instructions

"How to see my Accruals history" instructions

Search 🔍

My Info **Team**

⭐ Favorites

📇 My Information

🕐 My Time

📅 My Schedule

🏢 My Company

📊 My Reports

📋 Help

📎 Links

My Tim

...heet >

Time Off ⌄

Request

History

Balances

Calendar

Accrual Details

Clock

2nd: Click to expand the menu

3rd: Click to expand the menu

4th: Select this option

"How to see my Accruals history" instructions
What you will now see – the system defaults to a time period of "Last Month to Date".

My Time > Time Off > Accrual Details

← Accrual Details

Page 1 of 2 | 1 - 10 of 13 Rows | Saved: [System] ▼

Date Added: Last Month To Date ▼(1)

↓ Added	Time Off	Transaction Type	Range	Hours Authorized	Hours Taken	Updated To Date	Comment	Created By
=	starts with	=		=	=	=	=	=

Filters ✕

Global | Column

Date Added
Type
Calendar Range ▼
Date Range
Last Month To Date ▼

Selected range   Jun 01 - Jul 07, 2023

2ⁿᵈ: After clicking, this box will open

1ˢᵗ: Click here to change the dates to view different time

Filters ✕

Global | Column

Date Added
Type
Date Range
Calendar Range
Date Range
Pay Period
Expression

07/07/2023

3ʳᵈ: To view a year at a time (max number of days to view at a time is 365days), select "Date Range"

Filters ✕

Global | Column

Date Added
Type
Date Range ▼
From
07/01/2020
To
06/30/2021

4ᵗʰ: Change the dates

5ᵗʰ: Click "Apply"

Cancel | Apply

"How to see my Accruals history" instructions

What information you may see (depending on a number of factors such as date parameters, what leave types you are eligible for, if there has been any activity, etc.):

Added: the date the entry occurred

Time Off: types of leave (you may not have all of the accrual "buckets" as it is dependent on your assignment and whether you are a 10-/11-/12-month employee). The types of leave you MAY see include:

- Annual Leave
- Sick Leave (with any of the sub options such as Personal/Family Care/Illness, etc.)
- Sick Transfer
- Comp Time

Transaction Type:

- Automatic Accruals Execution: system-generated accrual grant
- Carry Over Rule: yearly accounting of rolling forward available accruals – this number is the "starting" number for the new year
- Carry Over Rule Prev Year Adjustment: yearly account of rolling forward available accruals – this number is the "ending" number for the prior year
- Initial Import Adjustment: manual adjustment of hours done via data file
- Manual Accruals Execution: during conversion from Skyward, manual load by vendor
- Manual Information Modification: review of accruals resulting in the increase or decrease of available time
- Time Entry: approved time off (via time off request by the employee) or that was entered on a timesheet to be used in lieu of working
- Time Entry (Deleted): time that was removed from a timesheet which did not deduct hours from the accrual balance
- Time Entry (Modified): time that was altered from the original request or entry

Range: the period of time that the entry would cover (for a deduction or modification, it would be a single date) while an automatic grant would cover the month specified

Hours Authorized: generally, a positive number that would INCREASE your available leave but could be negative if you participated in Sick Buy Out, Donated Sick Leave which would REDUCE your available leave or as part of the Carry Over process which would NOT IMPACT your available leave

Hours Taken: generally, a positive number that would DECREASE your available leave but could be negative if your requested leave was *modified* or *deleted* which would INCREASE your available leave

Updated To Date: usually only associated to automatic or manual modification which is for clerical purposes

Comment: any additional information that was added as part of the entry

Created By: most of the time, this will show "System Administrator" but can also show the Supervisor's name for approved time off or adjustments made by a Timekeeper or Payroll Leave Specialist.