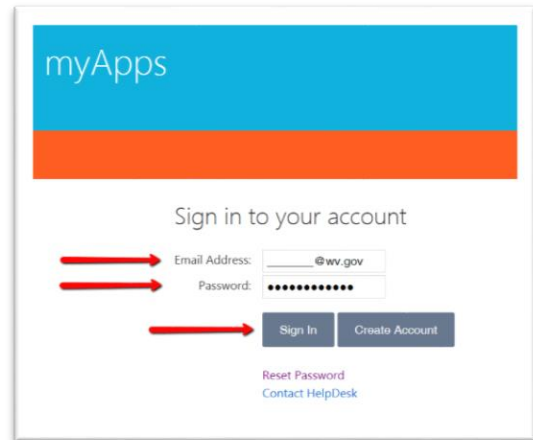


Viewing Leave Balances in KRONOS for Employees

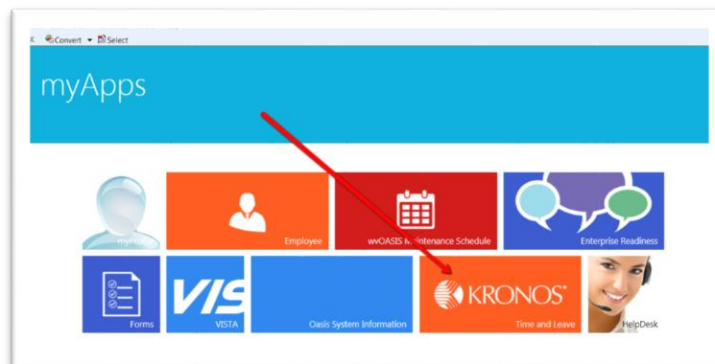
Logging into KRONOS

1. From the myApps website at <https://myapps.wvsao.gov/apps/default.aspx>

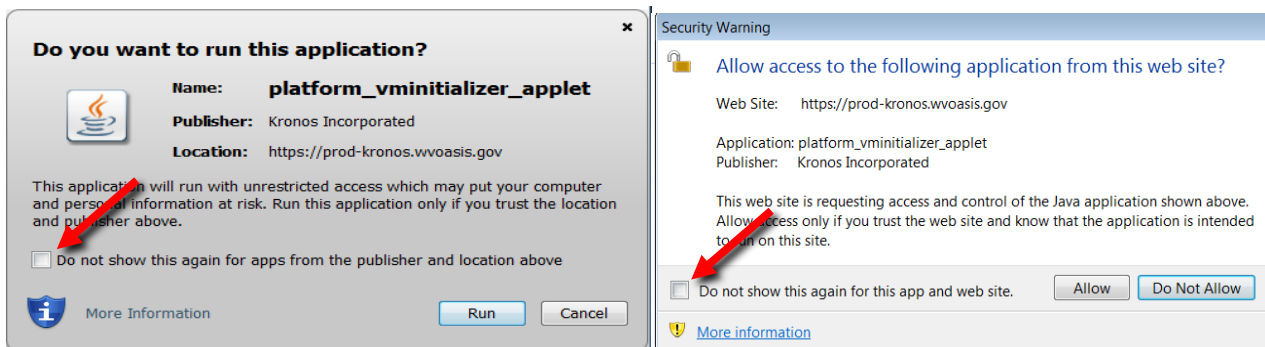
- Enter your standard government email address in the Email Address field
- Enter your password in the Password field
- Click on **Sign In**



2. At the myApps page, click on the orange **KRONOS** link. Note: Your screen may have more or fewer icons than pictured below:



3. Several pop-up windows will appear while KRONOS is loading. At each pop-up window click on **Run** or **Allow**. This will ensure the program is running with full functionality.

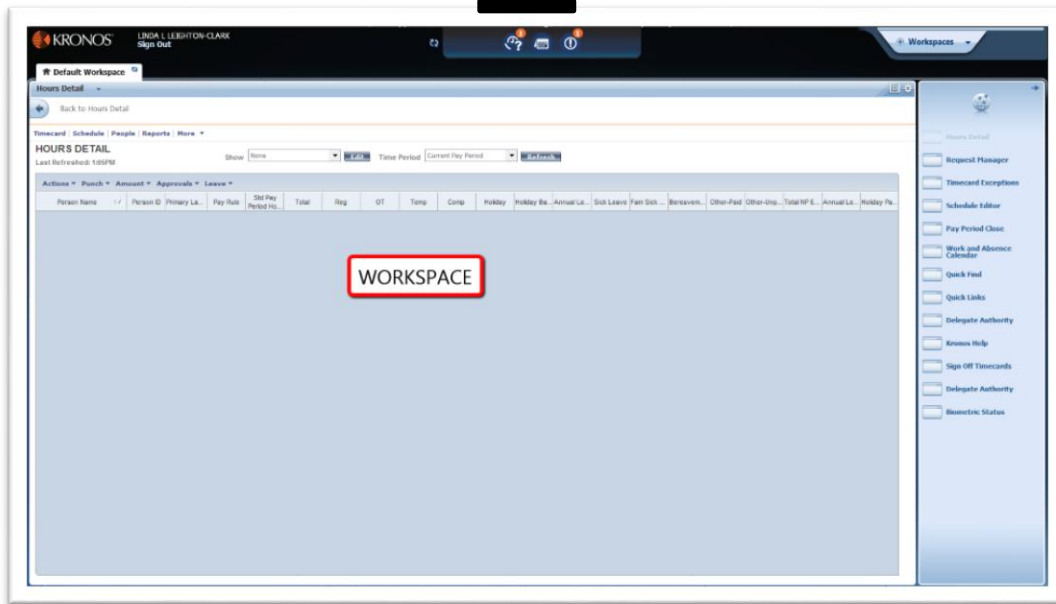


Note: To disable messages for your session, click on **Do not show this again** boxes on the pop-up windows.

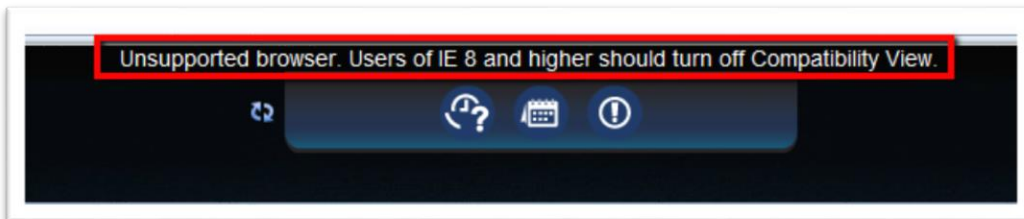
Viewing Leave Balances in KRONOS for Employees

Logging into KRONOS - continued

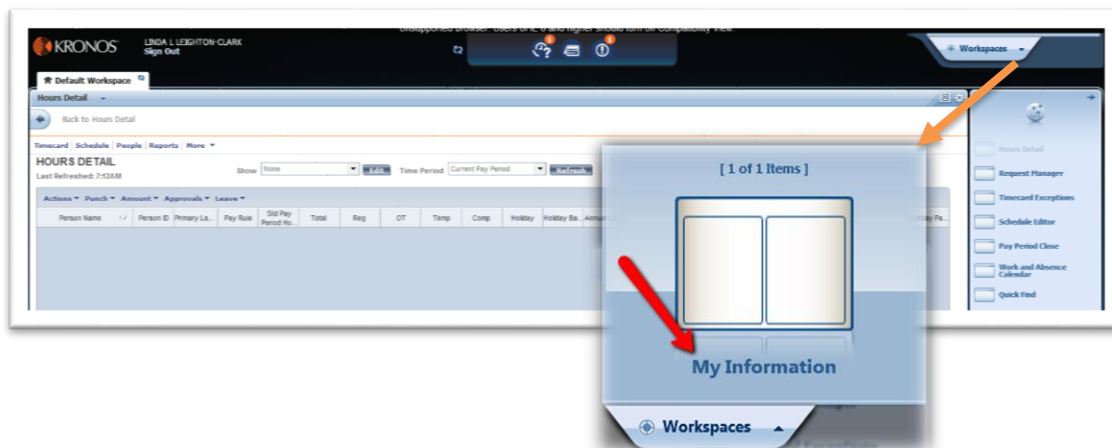
4. Your landing screen, which displays your Workspace, may vary from the image below depending on your level of KRONOS access.



Note: Internet Explorer Users: Ignore the warning message at the top of your screen:



5. You may need to click on the Workspace Carousel and select **My Information** from the drop-down box to access your Timecard if it does not automatically display when you access KRONOS.



* End *

Viewing Leave Balances in KRONOS for Employees

Viewing Leave Balances in KRONOS

1. At the lower left area of your timecard, click on **ACCRUALS REPORTING PERIOD**.

MY TIMECARD

Name & ID: LEIGHTON-CLARK, 0000062170

Time Period: Current Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 2/17											
Sat 2/18											
Sun 2/19											
Mon 2/20	PRESIDENTS DAY	8.0									
Tue 2/21			7:00AM		1:00PM				8.0	8.0	8.0
Wed 2/22			7:00AM		5:00PM				10.0	10.0	24.0
Thu 2/23			7:00AM		5:00PM				10.0	10.0	34.0
Fri 2/24			8:00AM		4:00PM				10.0	10.0	44.0
Sat 2/25											44.0
Sun 2/26											44.0
Mon 2/27			7:00AM		5:00PM				10.0	10.0	54.0
Tue 2/28			7:00AM		5:00PM				10.0	10.0	64.0
Wed 3/01			7:00AM		5:00PM				10.0	10.0	74.0
Thu 3/02			7:00AM		5:00PM				10.0	10.0	84.0
Fri 3/03											84.0
Sat 3/04											84.0

ACCRUALS REPORTING PERIOD | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS | ACTIVITIES | EVENT AUDITS

Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code	Amount
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Sat 2/18				
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Mon 2/20	7:00AM	5:00PM		
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Tue 2/21	7:00AM	5:00PM		
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Wed 2/22	7:00AM	5:00PM		
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Thu 2/23	7:00AM	5:00PM		
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Fri 2/24				
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Sat 2/25				
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Sun 2/26				
0511-2520-0000058503-09412C-7HR-REG-REGULAR	REG-REGULAR	72.0		Mon 2/27	7:00AM	5:00PM		

2. From the **ACCRUALS REPORTING PERIOD** tab, click on **Balances as of** drop-down menu to select the period for which you wish to view leave accruals. Then click on **Apply**.

Accrual Profile: CHELG 80

Balance as of: 2/17/2017 [Apply]

Type	Reporting Period	Units	Taken to Date	Available	Planned Takings
Annual Leave	1/01/2017 - 12/31/2017	Hour	0.0	199.73	0.0
Comp Time	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Donated Leave	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Executive Order Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Holiday Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Sick Leave	1/01/2017 - 12/31/2017	Hour	0.0	236.23	0.0

3. Leave accruals will be displayed.

Accrual Profile: CHELG 80

Balance as of: 2/28/2017 [Apply]

Type	Reporting Period	Units	Taken to Date	Available	Planned Takings
Annual Leave	1/01/2017 - 12/31/2017	Hour	0.0	199.73	0.0
Comp Time	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Donated Leave	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Executive Order Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Holiday Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0	0.0
Sick Leave	1/01/2017 - 12/31/2017	Hour	0.0	236.23	0.0

Viewing Leave Balances in KRONOS for Employees

Viewing Leave Balances in KRONOS - continued

4. The **Available** column shows the current amount of leave available.

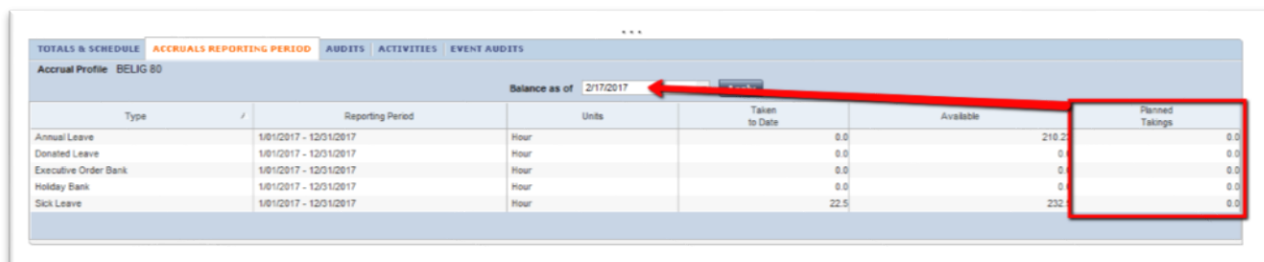


The screenshot shows the 'ACCRUALS REPORTING PERIOD' tab in the KRONOS system. The 'Accrual Profile' is set to 'BELIG 80'. The 'Balance as of' date is '2/17/2017'. The table below lists various leave types and their available balances.

Type	Reporting Period	Units	Taken to Date	Available
Annual Leave	1/01/2017 - 12/31/2017	Hour	0.0	210.23
Donated Leave	1/01/2017 - 12/31/2017	Hour	0.0	0.0
Executive Order Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0
Holiday Bank	1/01/2017 - 12/31/2017	Hour	0.0	0.0
Sick Leave	1/01/2017 - 12/31/2017	Hour	22.5	232.5

Note: KRONOS does *not* project **Available** accruals out indefinitely.

5. The **Planned Takings** column lists the amount of leave currently scheduled on the timecard.



The screenshot shows the 'ACCRUALS REPORTING PERIOD' tab in the KRONOS system. The 'Accrual Profile' is set to 'BELIG 80'. The 'Balance as of' date is '2/17/2017'. The table below lists various leave types and their planned takings.

Type	Reporting Period	Units	Taken to Date	Available	Planned Takings
Annual Leave	1/01/2017 - 12/31/2017	Hour	0.0	210.2	0.0
Donated Leave	1/01/2017 - 12/31/2017	Hour	0.0	0	0.0
Executive Order Bank	1/01/2017 - 12/31/2017	Hour	0.0	0	0.0
Holiday Bank	1/01/2017 - 12/31/2017	Hour	0.0	0	0.0
Sick Leave	1/01/2017 - 12/31/2017	Hour	22.5	232	0.0

* End *