

Campus Kronos Quick Guide

Understanding Your “Benefit Time Accrual Balances”

Nonexempt employees who are deemed “*benefit eligible*” can view their accrued benefit time balances in the Campus Kronos Timekeeping System.

Accrual Available Balances display on the **Accruals** tab after opening the **Totals Drawer** (see below).

Accruals | Totals | Audits

Accrual Code	Accrual Available Balance	Accrual Units
Personal Holiday	24.0	Hour
Sick	73.32	Hour
Vacation	60.05	Hour

When cursor is on the first Sunday of the pay period, pay period beginning balances will display.

To open the Totals Drawer, click on the double line located at the bottom of the Kronos Timecard.

Once "accrued" benefit time has been entered on the Kronos Timecard, with the cursor on the day in which the benefit time was entered, the Accrual Available Balance will reflect the adjusted daily balance.

Accrual Code	Accrual Available Balance	Accrual Units
Personal Holiday	24.0	Hour
Sick	73.32	Hour
Vacation	52.05	Hour



For questions concerning your Pay Period Beginning Balances, please contact HR Records Administration.