# KRONOS Klue

**ACCRUAL BALANCES GENIE**

**Step 1:** Choose Accrual Balances under the My Genies Tab.

**Step 2:** Select the Hyperfind name in the Show dropdown for the employee(s) to display in the list.

**Step 3:** Select the date(s) in the Time Period dropdown for the timeframe to display in the list.

**Step 4:** The employee(s) balance will show as of the date of the row highlighted. Examples:

<table>
<thead>
<tr>
<th>Name</th>
<th>Emp ID</th>
<th>Class Code</th>
<th>Job Code</th>
<th>Flex/PTO Ending Balance</th>
<th>Grandfathered Sick Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change, Penny</td>
<td>00000123456</td>
<td>4050</td>
<td>8660</td>
<td>78.1</td>
<td>1185.32</td>
</tr>
</tbody>
</table>

As of prior date - 3/20/2015:

<table>
<thead>
<tr>
<th>Name</th>
<th>Emp ID</th>
<th>Class Code</th>
<th>Job Code</th>
<th>Flex/PTO Ending Balance</th>
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</table>

See the next page for more information.

For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu
Accrual Balances Genie

The “Accrual Balances” genie shows an employee’s accrual ending balance for a selected time period.

The genie includes the employee name, ID, class code, job code and ending balance for flexPTO and grandfathered sick time as of the day highlighted in the time period selected.

A non-active employee in the period selected or an employee who does not have a leave plan will show blanks.

An active employee with a leave plan will show existing balances.