

\* Please note that balances that are displayed within the Accrual section of the timecard are based upon which row/date is highlighted (the greenish colored line) on the timecard. Moving the highlighted line to different dates may affect the displayed balances...

### An explanation of each accrual:

- **Holiday Hours:** Entire amount (number of hours granted for all holidays within the fiscal year) is granted to employee on 7/1 of each year.
- **Sick-Personal:** Entire amount is granted to employee on 7/1 of each year. Cannot be carried over into the next fiscal year. Any remaining balance as of June 30th may be cashed out at 50% of employee's hourly rate, or may be applied to employee's 403b retirement account at 75% of the employee's hourly rate. Sick time cannot be overdrawn.
- **Sick Bank:** Available only to those who "Banked" Sick time prior to 7/1/2005. May only be used after all Sick time has been used.
- **Vacation:** Is accrued (earned) throughout the year, on a monthly basis. Employee must still be employed at RIT on the 16<sup>th</sup> of the month in order to earn that month's accrued vacation time. Balances will be uploaded into Kronos from Oracle on (or about) the Wednesday after the end of the pay period that includes the 16<sup>th</sup> of the month. The balances will be back dated to the previous Friday (start of current pay period). Vacation can be overdrawn throughout the fiscal year but must at zero or above on 6/30.

### An explanation of fields in Accrual section of timecard (underneath timecard, on right side):

- **1- Est FY Vac Acr:** This is a projection of vacation hours that you are eligible to earn during the current fiscal year. This projection is based on your current employment status and your standard hours. This projection can change if your employment status or standard hours change
- **2- Est 6-30 Vac Bal:** This is a projection of your remaining balance as of 6/30. This projection takes into consideration the carry-over vacation balance combined with the total hours earned throughout the year. This balance changes each time vacation hours are used (and could also change if your employment status, or standard hours, change).
- **Holiday Hours:** Balance of remaining Holiday time
- **Sick:** Balance of remaining Sick time
- **Sick Bank:** Balance of remaining Sick Bank time
- **Vacation:** Balance of Vacation that has been earned to date.

### To find earned accrual balances:

- **Sick-Personal:** Refer to the Sick-Personal row within the Accrual section of the timecard.
- **Sick Bank:** Refer to the Sick Bank row within the Accrual section of the timecard
- **Vacation:** Refer to the Vacation row within the Accrual section of the timecard

### To find usage/date:

- 1- While on the timecard, change the Time Period field to "Range of Dates" and enter the date range that you would like to review.

- 2- Scroll through the timecard and review the Pay Code column for the appropriate accrual code.
- 3- The total number of hours for each accrual in that date range will be displayed in the lower left corner of the screen.

**To find carry-over:**

- While on the timecard, change the Time Period field to “Range of Dates” and enter the date range that begins on 7/1 of the fiscal year in question, make sure the range is at least 7 days long.
- Click on the first Friday that occurs in July.
- The difference between 1- Est FY Vac Acr and 2- Est 6-30 Vac Bal is the amount that was carried over from the previous year.

**To find remaining possible vacation hours:**

- **2- Est 6-30 Vac Bal:** These are the vacation hours (includes # of hours carried over from previous year, plus hours earned to date, plus hours yet to be earned) remaining for the fiscal year.