Employees can view their most current accrual balances through any of the Kronos time clocks located throughout the campus.

* Select “More” (press the blue button next to “more”)



* Select “View Accruals” (press the blue button next to “view accruals”)

\* location of this button may differ based on the clock used

* Slide your ID badge through the clock (same as badging in/out)
* Accruals will display on the clock
* Scroll through the display page by using the blue up/down arrows located just below the display screen.