1. From the Employee Roster/Quickfind widget, search for the employee needing an accrual update by typing an asterisk “*” in the search bar and clicking Find.

2. Click once on the employee(s) needing an accrual update to highlight/select their Kronos record.

3. Then click Accruals and Update.

4. Select the correct Accrual Code, amount and effective date for the addition or subtraction of the accrual update being made (for subtractions, place a minus sign before the amount) and then click OK. Note: the “update” does not reset the balance, it increases or decreases the current balance by the amount specified.

5. To check success/failure of the accrual update(s), click on the Group Edit Results widget in the Related Items Pane.

6. The success/failure will show as below. If successful, you are finished updating the accruals. If failure is indicated, click the Details link on the right side of the results log (screenshot below) and resolve the indicated error before attempting a second update.

7. To further validate the update(s), run an Accrual Detail Report in Kronos (see instructions on how to do this in the Timekeeper Manual or other training documents).