Biweekly Accrual Calculation

Vacation and Sick leave accruals are calculated in Kronos every four weeks, known as a quadriweekly (QW) cycle. According to University policy, accrued leave is credited and available for use on the next working day following each QW pay cycle.

On the last day of the QW cycle, increases to leave balances are calculated in Kronos and granted to hidden accruals Vacation Calc and Sick Calc. The next day, these grants expire to visible accruals Vacation and Sick to become available for use per University policy.

This activity is visible on the Accrual Detail report as shown in the screen shot below.

- On the last day of a QW cycle, 1/17/2015, a grant is earned for both Vacation Calc and Sick Calc. These accruals are hidden and not available for use yet per University policy.
- On the day after the QW cycle, 1/18/2015, the grant expires and appears as a grant earned for both Vacation and Sick. No balance is left in Vacation Calc or Sick Calc.

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A quadriweekly cycle is a payroll term denoting two biweekly pay periods, used by the University to be considered as a unit for the purpose of leave accrual.