When an employee has multiple appointments which result in multiple accrual rates, the following guidelines apply:

- Remember that Kronos can only have one accrual rate (i.e. accrual profile, see screenshot below) at any given time.

- As a rule:
  - Always configure Kronos to perform the most complex accrual calculation for your employees; then you can perform the simplest calculations and save yourself time and energy.
    - For example, when employees have both an Academic and a Non-Academic appointment, configure Kronos for the accrual profile that matches the Non-Academic appointment (because the non-academic accrual grant is not usually a whole number like the academic one).
  - If an employee has multiple of the same types of appointments (Academic or Non-Academic) then configure Kronos with the related accrual profile that applies to both/all appointments.
    - If there are any subtle differences within the similar appointments (such as union representation or FLSA status), pick whichever accrual profile will correspond first to any Variable appointment or second to the appointment with the most anticipated hours worked.

- Kronos Payroll Managers are the only users with the capability to manually update (increase/decrease) employee accrual balances.

Supplemental Information:

- Biweekly employees receive accrual grants on the day after each B2 pay period end date.
- Monthly employees receive accrual grants on the 1st day of each calendar month.
- See our training document titled, "Instructions for Updating Accruals in Kronos," for additional guidance on the Payroll Manager’s ability to increase/decrease accrual balances.