



Electronic Timekeeping Job Aid

ACCRUED HOLIDAY AGING REPORT

The Accrued Holiday Aging Report is meant to display a running balance of accrued holiday hours for an employee. This report shows you every employee within your data selection that has accrued holiday hours. It will show you how long before the hours expire and automatically paid out to the employee (180 days from accrual date). The value of this report is to help the supervisor monitor accrued holiday hours and ensure that employees are taking time off before it is paid out.

- 1 Log onto Kronos.
- 2 Click the **GENERAL** tab and select *reports*.
- 3 Click on + sign next to **Other Reports** to expand it.
- 4 Click once on report titled "**Accrued Holiday Aging Report**" to select it.
- 5 In the drop-down menu next to the word **Show**; select the desired hyperfind to run the report on.
- 6 In the drop-down menu next to the word **Time Period**; select **Today**.
- 7 Click once on the **Run Report** button.
- 8 Click on tab called "**Check Run Status**."
- 9 Click on **Refresh Status** button until report status column changes from "**waiting**" to "**complete**."
- 10 Double-click on the report name to display it (report opens in another window/tab).
- 11 The report output is in PDF format and you can elect to save or print it based on preference.

City of Houston



Administration & Regulatory Affairs

Administration & Regulatory Affairs
Payroll Services Division
 Hyperfind Selected: ARA – All
 For: 10/12/2011 12:54:50 PM



Accrued Holiday Aging Report

6500070001 - ARA – Payroll Services

Number of Days to Payout

Emp. Name	Emp. ID	Accrual Type	Accrual Hours	CRITICAL			
				0-30	31 - 80	81 - 130	131 +
ANDERSON, JEFFREY C	121542	Holiday Accrued	20.00	0.00	18.00	2.00	0.00
ARMSTRONG, LOUIS	101155	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
BROWN, KELLY H	145285	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
BECKHAM, JERRY L	125462	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
DAVENPORT, THOMAS	131525	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
GORDON, ROBIN N	133555	Holiday Accrued	0.00	0.00	0.00	0.00	0.00
HUBBARD, FREDDIE	123456	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
JACKSON, MICHAEL	126578	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
JOHNSON, EMMA	135248	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
KENNEDY, JOHN F	115577	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
PRESLEY, ELVIS A	104090	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
SCHWARTZ, ALLISON R	187965	Holiday Accrued	0.00	0.00	0.00	0.00	0.00
SCHWING, RANDALL J	125478	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
Total Hours Charged to 6500070001			148.00	0.00			