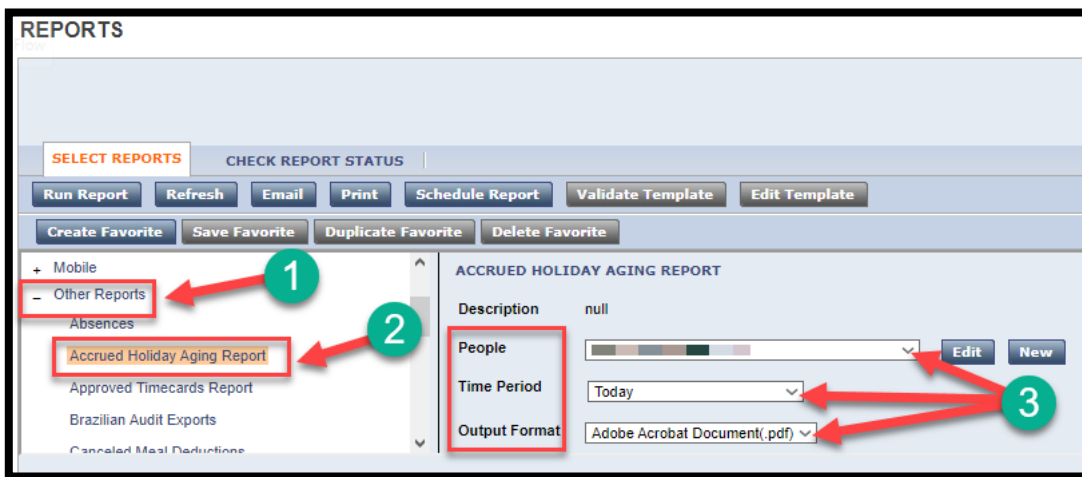




Accrued Holiday Aging Report

The Accrued Holiday Aging Report is meant to display a running balance of accrued holiday hours for an employee. 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 **UKG/Kronos**
2. Go to the **Related Items** pane
3. Click on **All Quick Links**
4. Click on + sign next to **Other Reports** to expand it.
5. Select the report name, "**Accrued Holiday Aging Report**"
6. **People** category – select the "All Home" if not select.
 - a. You can also, select a pre-defined HyperFind
7. **Time Period** category- select "**Today**" to run the report on.
8. **Output Format** category –
Select one: Adobe pdf or Excel spreadsheet
9. Click **Run Report** once.
10. Click **Refresh Status** once
11. Click on Refresh Status button until report status column changes from "waiting" to "complete."
12. Click **View Report**, once the *Status* is *Complete*.
13. Double-click on the report name to display it (report opens in another window/tab).
14. The report output is in PDF format and you can elect to save or print.



Accrued Holiday Aging Report (example)

Emp. Name	Emp. ID	Accrual Type	Accrual Hours	Number of Days to Payout			
				CRITICAL 0-30	31 - 80	81 - 130	131 +
AND	1	Holiday Accrued	20.00	0.00	18.00	2.00	0.00
AR	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
BI	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
BE	1	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
DAV	1	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
GI	1	Holiday Accrued	0.00	0.00	0.00	0.00	0.00
HU	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
JA	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
J	1	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
KI	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
PI	1	Holiday Accrued	8.00	0.00	8.00	0.00	0.00
SCH	1	Holiday Accrued	0.00	0.00	0.00	0.00	0.00
SCH	1	Holiday Accrued	16.00	0.00	16.00	0.00	0.00
Total Hours Charged to 65			148.00	0.00			