Viewing Leave Balances in KRONOS for Employees

Logging into KRONOS

1. From the myApps website at https://myapps.wvsao.gov/apps/default.aspx
   
   - Enter your standard government email address in the Email Address field
   - Enter your password in the Password field
   - Click on Sign In

2. At the myApps page, click on the orange KRONOS link. Note: Your screen may have more or fewer icons than pictured below:

3. Several pop-up windows will appear while KRONOS is loading. At each pop-up window click on Run or Allow. This will ensure the program is running with full functionality.

Note: To disable messages for your session, click on Do not show this again boxes on the pop-up windows.
Logging into KRONOS - continued

4. Your landing screen, which displays your Workspace, may vary from the image below depending on your level of KRONOS access.

![Workspace Screen]

Note: Internet Explorer Users: Ignore the warning message at the top of your screen:

![Unsupported Browser Message]

5. You may need to click on the Workspace Carousel and select My Information from the drop-down box to access your Timecard if it does not automatically display when you access KRONOS.

![My Information Screen]

* End *
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Viewing Leave Balances in KRONOS

1. At the lower left area of your timecard, click on ACCRUALS REPORTING PERIOD.

2. From the ACCRUALS REPORTING PERIOD tab, click on Balances as of drop-down menu to select the period for which you wish to view leave accruals. Then click on Apply.

3. Leave accruals will be displayed.
Viewing Leave Balances in KRONOS - continued

4. The Available column shows the current amount of leave available.

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Reporting Period</th>
<th>Balance as of 2/28/2017</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>1/1/2017 - 1/1/2018</td>
<td>216.00</td>
<td>216.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1/1/2017 - 1/1/2018</td>
<td>216.00</td>
<td>216.00</td>
</tr>
</tbody>
</table>
```

**Note:** KRONOS does not project Available accruals out indefinitely.

5. The Planned Takings column lists the amount of leave currently scheduled on the timecard.

```
<table>
<thead>
<tr>
<th>Balance as of 2/28/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
</tr>
<tr>
<td>Sick Leave</td>
</tr>
</tbody>
</table>
```

* End *