How to verify FMLA/FML eligibility thresholds in Kronos

1. Select employee's name in Quickfind.

2. Select time period you want to review using one of 2 methods:
   a. Use the drop down box.

b. Use the calendar icon and submit a date range.

3. When the time card is brought up, click on the "Go To" widget and select Reports.
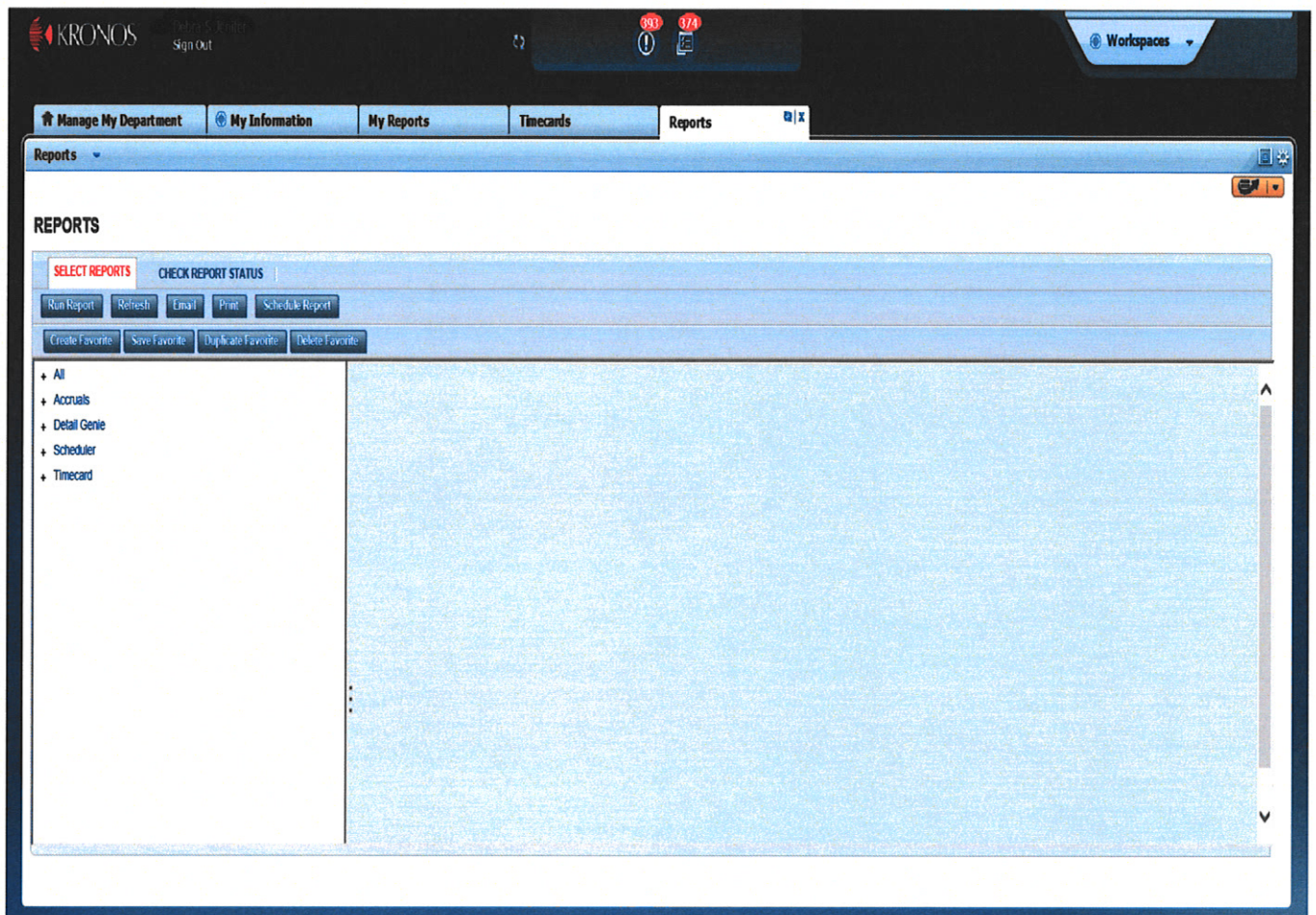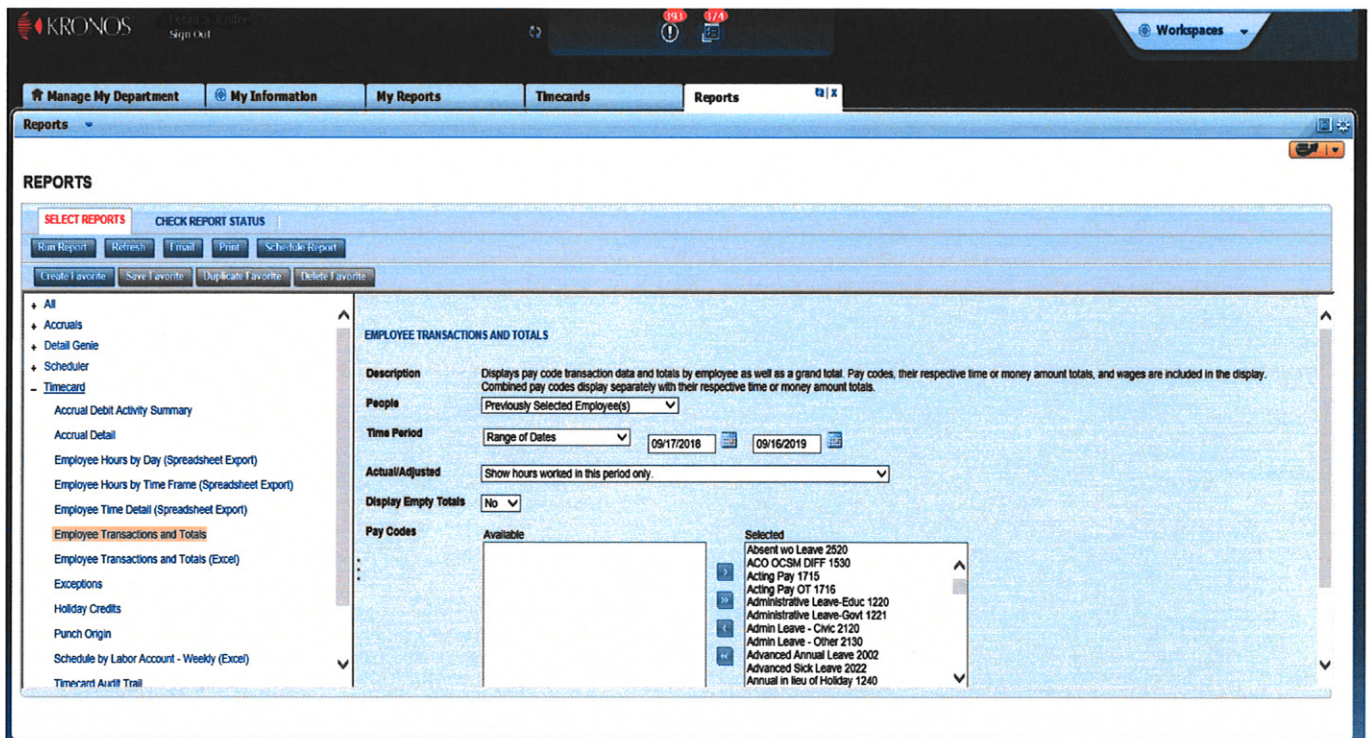
4. On the Reports screen choose "Timecard".

5. On this screen, choose "Employee Transactions and Totals." First check to see that information on the left of screen is accurate. Then click on "Run Report".

6. Once "Status" column displays "complete" click on report you want to see.

7. Go to the last page of this report for a summary of leave used/hours worked and totals for each category.

Employee Transactions & Totals

		Data Up to Date:	12/18/2019 7:58 AM
Time Period:	9/17/2018 - 9/16/2019	Executed on:	12/18/2019 7:57AM GMT-05:00
Query:	Previously Selected Employee(s)	Printed for:	
Pay Codes:	(113): |Absent wo Leave 2520|ACO OCSM DIFF 1530|Acting Pay 1715|Acting Pay OT 1716|Administrative Leave-Educ 1220|...		
Actual/Adjusted:	Show hours worked in this period only.		

Employee: ⬛⬛⬛   ID: ⬛

Holiday Leave 2110	16.00	$0.00	0.00	$0.00
Offsite Work Hours 1100	4.00	$0.00	0.00	$0.00
Regular 1100	371.25	$0.00	0.00	$0.00
Sick Leave 2020	29.25	$0.00	0.00	$0.00
Totals:	572.00	$0.00	0.00	$0.00

Summary Totals:	Hours	Money	Days	Wages
Annual Leave 2000	144.00	$0.00	0.00	$0.00
Base Wages	328.00	$0.00	0.00	$0.00
Comp Earned - County 1.5 1191	4.00	$0.00	0.00	$0.00
County Comp Paid 2040	3.50	$0.00	0.00	$0.00
Holiday Leave 2110	16.00	$0.00	0.00	$0.00
Leave Earned	4.00	$0.00	0.00	$0.00
Offsite Work Hours 1100	4.00	$0.00	0.00	$0.00
Paid Status Hours	88.00	$0.00	0.00	$0.00
Regular 1100	371.25	$0.00	0.00	$0.00
Sick Leave 2020	29.25	$0.00	0.00	$0.00
Timecard Total	331.75	$0.00	0.00	$0.00
Grand Totals:	1,323.75	$0.00	0.00	$0.00

Total Number of Employees: 1

Page 3