

“How to see my Accruals history” instructions

Issue: Employee wants to view information related to their accruals (how much was given, how much was used, when it was used, etc.)

The top screenshot shows the Kronos InTouch home screen. The header includes the logo 'iKKG' and the date/time 'Wed Oct-04-23 8:52 AM'. There are eight main menu items: 'Punch In/Out', 'Review Punches', 'View Hours', 'View Leave Balances', 'Extra Duty', 'Time Off Request', 'Submit Timesheet', and 'Internet Down? Use this'. A yellow arrow points to the 'View Leave Balances' icon, with a text box that says 'Select "View Leave Balances"'. At the bottom of the screen is a 'Swipe Badge' button.

The bottom screenshot shows the 'View Leave Balances' screen. At the top, it says 'View Leave Balances' and 'Enter Badge ID'. Below this is a text input field with the placeholder text 'Use badge or enter badge ID'. A green arrow points to this field with a text box that says 'Swipe your badge'. Below the input field is a numeric keypad with buttons for digits 1-9, 0, a Backspace key (labeled 'x'), a Clear key (labeled 'xxx'), and an Enter key.

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