Access [https://kronos.ecu.edu/](https://kronos.ecu.edu/) log on page.

2. Log on using your Pirate ID and Passphrase.

3. Select the **My Information** widget.

4. Click **My Reports** on the Related Items Pane.

5. Click on the words **My Accrual Balances and Projections**.

6. A box will pop out with the words “AS OF” on the outside. In this box, put the date from which you would like to see your balances.

   ![My Accrual Balances and Projections](image)

   **Note:** Please remember your accrual in Kronos is awarded on the last day of each month for which you qualify. You may wish to consider this when projecting your available leave balance.

7. Click the **View Report** tab at the top left of the screen.

8. Your report will look like this:

   ![My Accrual Balances and Projections](image)

   **Note:** Review the Period Ending Balance column to determine your available balance on the As Of date.

9. To close your report, click the **Return** button.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

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