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.

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

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.

8. Your report will look like this:

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

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