

## Time and Labor: Leave Accrual - KBEN007

---

### DESCRIPTION:

This report is generated by agencies and displays employee leave accrual, leave taken and leave balances. It is similar to the batch BEN007 Leave Accrual report that is generated centrally and distributed via agency MVS mailboxes. The KBEN007 report, however, reflects leave balance updates that have occurred since the last accrual process date (such as non-pay affecting leave adjustments, and supplemental and pay affecting adjustments that have processed).

### PARAMETERS TO SET:

- Department Group ID (Options for DOC, JJA, and SRS)
- Department
- Page Break Level (3, 5, or 10)
- **NOTE:** A Flat File (Results in a fixed width file that can be imported into a spreadsheet or database) is automatically created when this report is generated

### FIELDS:

- Department ID
- Department Name
- Employee ID
- Employee Record Number
- Employee Name
- Plan Type
- Benefit Plan
- Last Date Processed
- Current Hours Accrued
- Hours Carried Over
- YTD Hours Earned/Bought
- YTD Hours Taken/Sold
- YTD Hours Adjusted
- Hourly Rate
- Balance Amount

### SORT SEQUENCE:

- Department ID
- Employee ID

### WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > Leave Accrual Navigation Collection Item