

Time Off – Viewing Accrual Balances

To view the available accrual balances:

Step 1:

Access the Mosaic Systems landing page at <https://apps.mosaic.com>

! Before you can access Mosaic systems, you must first confirm your credentials and reset your password. To do this you will need the email that came from AskHR@acosta.com. It provides your Username/Employee ID and instructions for doing this. Depending on your hire date, it was delivered on or after December 17, 2018.

? If you cannot locate the email, contact AskHR using the information below to request your credentials. Please allow up to 48 hours for new hires to receive their credentials email from AskHR@acosta.com.

Step 2:

Enter your corporate credentials to log in.

Sign in

<https://apps.mosaic.com>

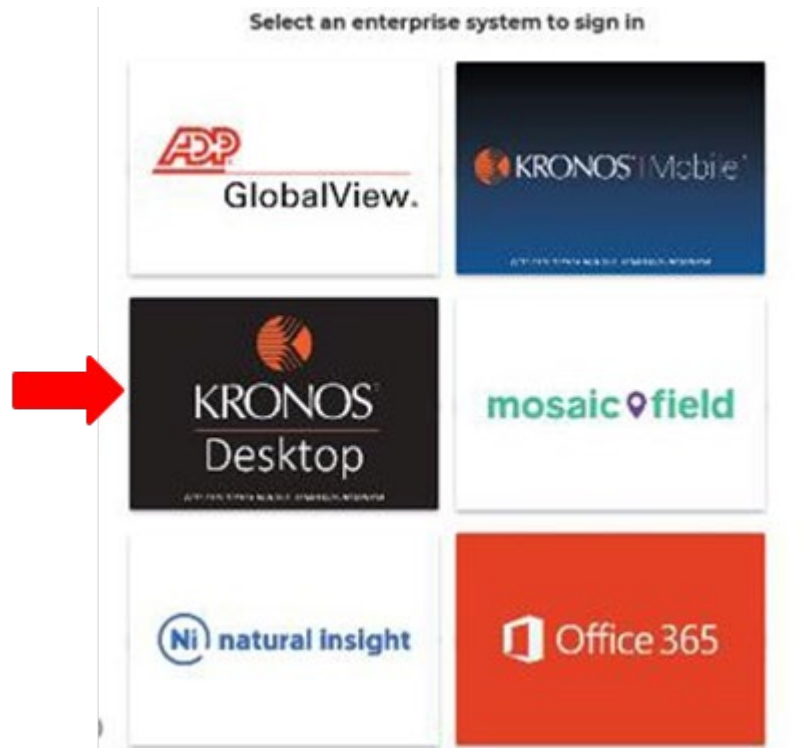
Username

Password



Step 3:

From the Mosaic Systems landing page, click on the Kronos icon.

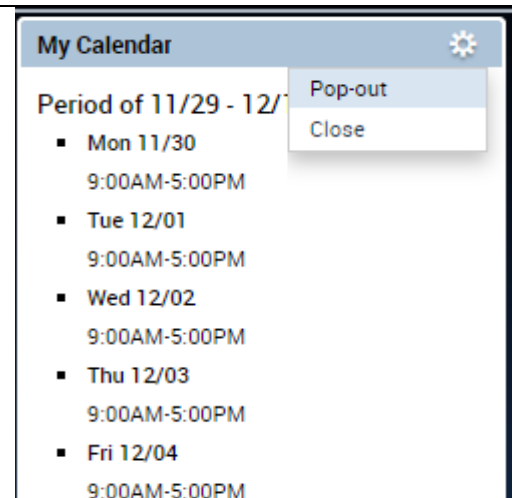


Step 4:

- If you are a salaried associate or a manager with direct reports in Kronos, go to **Step 10**.
- If you are an hourly associate, go to **Step 5**.

Step 5: Viewing Accrual Balances for Hourly Associates

Navigate to the **My Calendar** widget and pop-out to view in full screen. If My Calendar widget isn't currently available, you can click on the My Calendar link to open.

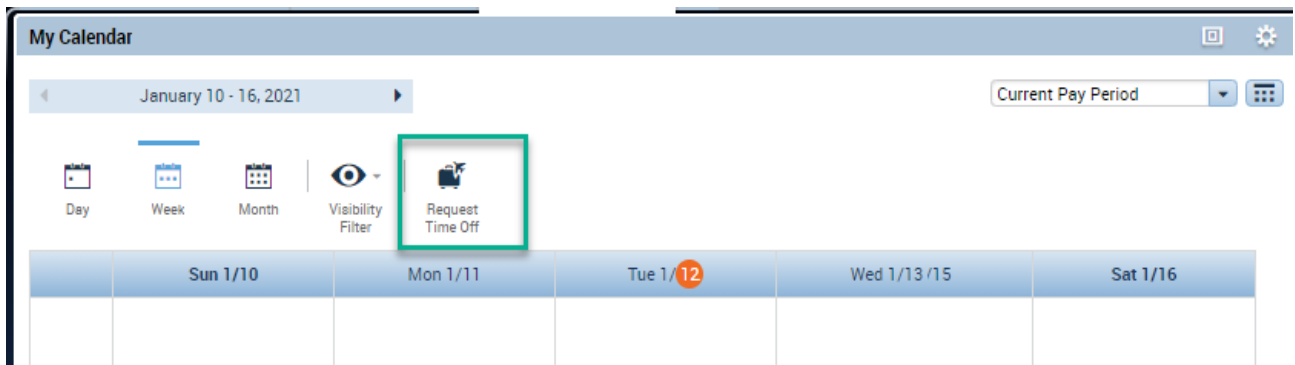


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Step 6:

From the My Calendar view, click on the icon for **Request Time Off**.



Step 7:

The **Request Time Off** window will pop open. From this view, you will see the current accruals. Scroll down to see additional accrual information

Request Time Off

Type: US Time Off Request FT

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	1/12/2021	1/12/2021	VACATION-PER...	Hours	8:00AM	0.0

Accruals on: 1/12/2021

Accrual	Balance
Floating Holiday	8.0 Hour
Personal Annual	40.0 Hour
PTB	0.0 Hour

Cancel Submit

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Step 8:

To view the accrual balances on a different date, change the **Accruals On** date use the calendar provided.

Request Time Off

Type: US Time Off Request FT

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	1/12/2021	1/12/2021	VACATION-PER...	Hours	8:00AM	0.0

Accruals on: 1/15/2021

January 2021

	Su	Mo	Tu	We	Th	Fr	Sa
Floating Holiday	27	28	29	30	31	1	2
Personal Annual	3	4	5	6	7	8	9
PTB	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

	Balance
Floating Holiday	8.0 Hour
Personal Annual	40.0 Hour
PTB	0.0 Hour

Cancel Submit

Step 9:

If you do not want to proceed with making a time off request currently, click **Cancel**.

Request Time Off

Accruals on: 1/15/2021

Accrual	Balance
Floating Holiday	8.0 Hour
Personal Annual	40.0 Hour
PTB	0.0 Hour

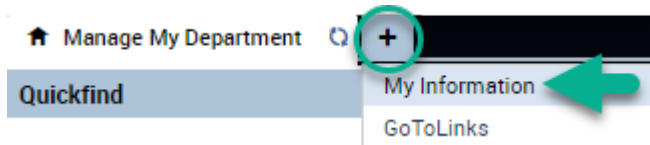
Cancel Submit

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Step 10: Viewing Accrual Balances for Salaried/Managers

From the **Manage My Department** screen, open a new tab by clicking on the “+” and click on **My Information**.



Step 11:

My Timecard will populate. Move the cursor to the slide bar at the bottom of the browser window. The text box will appear displaying “Show or Hide More Content”. Click and drag the slider toward the top of the browser window.

My Timecard

Loaded: 4:36 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Pay Code	Transfer	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<Enter Pay Co...									
<input checked="" type="checkbox"/>	Schedule			9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...		
<input checked="" type="checkbox"/>	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

	Pay Code	Transfer	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<Enter Pay Co...									
<input checked="" type="checkbox"/>	Schedule			9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...		
<input checked="" type="checkbox"/>	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

Show or Hide More Content

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Step 12: With **My Timecard** minimized, you will be able to view the accruals in the grid on the bottom of the page in the **Accruals** tab.

My Timecard

Loaded: 4:36 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Pay Code	Transfer	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Total
X	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X	<Enter Pay Co...									
X	Schedule			9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...		
X	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

	Pay Code	Transfer	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Total
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Totals Accruals Historical Corrections My Audits Audits

Accrual Code	Accrual Available Balance	Accrual Taken to Date	Accrual Planned Takings
Floating Holiday	8.0	0.0	0.0
PTB	0.0	0.0	0.0
Personal Annual	40.0	0.0	0.0
Service Award	16.0	0.0	0.0
Sick Annual	120.0	0.0	0.0
Vacation Annual	120.0	0.0	0.0
Vacation Earned	4.62	0.0	0.0



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com