

Accrual Setup Checklist

Company Name/ID:

Please complete this form for each accrual type. Please note: you may have more than one entry for the same type of accrual if different employee groups accrue differently. For example: PTO-Salary and PTO-Hourly).

Accrual Name (e.g. "Sick Pay", "Sick Pay Salary", "PTO", etc.):

Accrual Method

Which method is being used to calculate hours accrued?

Annual accrual

Per pay period accrual

Hourly accrual*

**If hourly accrual, please indicate which hours should be used in calculation.*

All hours

All worked hours

Regular and salary hours only

Specific earning codes or code groups:

Probationary Period

Is there a probationary period?

No, employee accrues and can use time immediately.

Yes, employee accrues from day 1, but cannot use available hours until after _____ days.

Accrual Table

Please complete all columns that apply to the accrual. Descriptions are listed below. If a column does not apply to accrual, leave it blank or enter "N/A".

Length of Service* *Required	Accrual Amount* *Required	Balance Max	Total Max	C/O Max	Max Negative	Max Used	Max Accrue

Length of Service: Indicate how long an employee must be employed before receiving this level of the accrual (e.g. 0 months [if they are eligible at hire], 3 months, 1 year, etc.) *Please note:* Do **not** include probation. Indicate time accrued that cannot be used until after a probationary period in the Probationary Period section above.

Accrual Amount: Enter the rate for the accrual. For annual accruals, list the accrual amount given at the start of each new accrual year. For per payroll accruals, list the hours given each pay period. For hourly accruals, indicate the accrual rate per hour (based on hours indicated above). If only full hours accrue (not fractions), enter hour ratio (e.g. 1 hr per 30 hrs).

Balance Max: List the balance limit that requires employees to use hours before they can accrue more. If there is no limit, please leave blank or enter N/A.

Total Max: This column indicates if there is a limit to the total amount of hours (available and used) an employee can have. If there is a limit to the available balance + used hours for a year, indicate that amount here.

C/O Max: If accruals clear at the end of the year (balances do not carry over), indicate 0. If there is no limit to carry over, list either N/A or 99999. Otherwise, list the balance amount that transfers from year to year.

Max Negative: If employees can use accrual hours that will make balances negative, indicate how many hours they may go negative. *Please note:* Earned accrual amounts are added to employee records after the payroll process. This means that hours accrued during a pay period will not be available when entering payroll.

Max Used: If employees are limited to the amount of hours that can be used in one year, enter that limit here. (For example, this would be used if employees can accrue up to 48 hours of sick pay each year, but can only use 24 hours each year.)

Max Accrued: Indicate any limit that an employee can accrue in one year. (This may be different from a balance max.)

Accrual Year

What time frame is being used for the accrual's 12-month period?

January 1 through December 31

July 1 through June 30

Employee's anniversary date as start date

Other:

Negative Balances

Do you want to allow employees to use more hours than available?

Yes, employees can use more hours than available without system restrictions.

No, only allow up to amount listed in the Max Negative column in Accrual Table, if applicable.

If employee attempts to use more hours than allowed, what action should the system take?

Adjust: The system will make an adjustment to prevent employees from using more hours than allowed.
(Please note: Selecting this option will require an unpaid memo code to be created, which will track hours taken, but not paid.)

Verify: Entered hours that violate negative and/or usage parameters will create notifications. System will not make changes to entered hours.

Check Stub

Do you want accruals to show on check stubs?

No

Yes. If Yes, select all that apply:

Hours Balance

Dollars Balance

Used Hours

Usable Hours*

* Usable may vary from available hours if there is a cap on used hours in a year period.

Accrual Eligibility Setup

Should eligibility rules be created to allow the system to automatically add accrual to eligible employees?

No, the accrual will be added manually to employees.

Yes, have the system add accruals during the payroll process to any eligible employees.*

**If yes, please complete the following information for each eligibility type.*

List which employees are eligible for this accrual (e.g. full-time, part-time, work state, specific department, salaried employees, etc.):

Start Date Option (time frame that accrual should be added to employee:

Hire Date

Check Date

Check Date +1 day

If employee no longer fits criteria, should accrual be ended automatically?

Yes

No

End Date Option (end date of accrual if eligibility is removed):

Check Date

Check Date -1 day

Other:

Additional Notes:

Completed By:

Date:

INTERNAL USE ONLY

Received By:

Date:

Completed By:

Date:

Approved By:

Date: