

# Accruals Solution

Prerequisites: Requires our timekeeping or payroll solution

## Accrual Settings

System-maintained values — accrual balances will be calculated automatically in system

User-maintained values — accrual balances will be manually updated by the system administrator

Imported values — accrual balances will be calculated externally and imported to the system on a regular basis

Tenure changes — will be shown if tenure changes in the middle of an accrual period

Maximum accrued amount (per accrual year) — maximum hours that can be accrued based on tenure

Maximum running balance — maximum balance that an employee can have at any given time

Balance move — move any excess accrued amounts to a specific bucket

Utilization — order in which different time-off buckets are used

Accrual day — first or last day of month

New hire accruals — when and how much a new hire starts accruing his or her first month

Waiting period schedule — schedule on which an employee will accrue after the waiting period settings have been reached

Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)

Accrual termination — allows for multiple options to pay out accrual balances upon termination of an employee

## Benefit Accrual Profiles — determines the rate at which an employee accrues benefit time

Default — applied to all new employees added in system

Tenure

Hours worked

Points

Waiting period

Carryover settings

## Accrual Management

Modify accrual balances

Zero out accrual balances

Import accrual balances

Modify employee hours taken

Test accruals

## Notifications

Negative balances

End of a waiting period

## Employee Self-Service

View accrual balances

Request time off — automatically updates accrual balances

Time-off balance report

## Mobile

View accrual balances

Request time off

Approve time off

## Payroll\*

Calculate accruals in payroll based on hours worked

Display accrual balance on pay statement

\*Need our payroll module