Accrual Setup Form

Account
Name

Accrual
Activation
Date

When should this policy start?

Accrual Categories

List each accrual category as you want them labeled in the timekeeping system. If you have more than two accrual categories, please use a second copy of this form.

Eligibility - Who Can Earn the Accrual?

List the Employee Setup fields and values that qualify an employee for the accrual. Ex. Employee Type = FT or Location = Main. Also, list any probationary periods that factor into the accrual.

Vesting Period - A vesting period is a waiting period before the employee can use time.

Accrual Period

How frequently is the accrual earned for each category? This dictates when the employee actually gets the time added to their balance.

annually	per pay period	annually	per pay period
monthly	weekly	monthly	weekly
semi-monthly	hourly	semi-monthly	hourly
other		other	

Are earnings accrued on the

first day of period	January 1
last day of period	anniversary date
other	

Are earnings accrued on the

first day of period	January 1
last day of period	anniversary date
other	

Expiration and Carryover

At the end of the accrual year, do

all hours expire

hours, up to a limit, carryover

all hours carryover up to accrual max*

all hours expire

hours, up to a limit, carryover

all hours carryover up to accrual max*

*A max cap can be set on each category, once that cap is reached, the accrual stops until the employee drops below the cap.

Earning Schedule

List service time in in terms of years completed. An employee's first year is considered year 0.

For prorated amounts during year 0, enter the full annual amount and list the details of the prorating in the space below the schedule.

"Max" refers to maximum cap, not an annual max. When a balance reaches the Max cap, the employee will stop accruing until they spend hours and drop below the max.

EXAMPLE

Completed Yrs of Svc	Annual Hours Earned	Max

Completed Yrs of Svc	Annual Hours Earned	Max

Completed Yrs of Svc	Annual Hours Earned	Max

Year 1 Pro-Rating

Year 1 Pro-Rating

Alternate Benefit Date

Will employees have a benefit date, other than their start date, that dictates their service time for accruals?

Yes   Which Employee Setup field will be used
for the benefit date?

Accrual Based on Hours Worked

Use this section if your accruals are based on how many hours an employee works.

What category of hours factor
into the calculation?

all hours on the time card

overtime eligible hours

regular only, no overtime

other

Using Accruals

If an employee exceeds their available balance, how should the overdraft be handled?

deduct from another category

allow employee to go negative

do not allow employees to go negative and unpay the hours.

other

Additional Details

Use this space to detail any other factors not covered in this form like multipliers or exceptions.