



clubsystems group

Accruals

Webinar Topics

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Introduction

- ❖ Accrual plans can be set up and used by the payroll system so that employee vacation, sick days and/or personal time earned over a period of time will be added to each eligible employee's file.
- ❖ As accrued and earned hours are used, the available amount within the employee's *Accrual Tab* will be reduced as those hours are processed and posted during payroll processing. Hour types available for this feature are *vacation*, *sick* and/or *personal time*.
- ❖ Accrual plans can be set up based on hours worked, a set amount per pay period, monthly, annually or on a set date each year.

Note: Currently, there is no way to calculate an average amount of hours worked during the prior year. This necessitates having the hours earned added individually to each employee's *Available* box within the employee tab called *Accrual*.

- ❖ An unlimited number of accrual plans can be set up and utilized by the client.
- ❖ It is possible to allow employees to see their available time-off balance and usage on their pay stubs. This feature can be turned off/on within the *Company > Edit > Pay Stub* section for both hourly and/or salary personnel.

Accrual Plan Setup

- a. Go to *Accruals > Setup*
- b. The above wizard screen will appear if no accrual plans currently exist.
 - Did a screen showing existing accrual plans open instead? If so, accrual plans already exist and can be edited if needed. By right clicking with the mouse on the accrual list, one can add a new plan by selecting *Add*.
- c. Click *Next*.
 1. Steps 1 thru 3 will appear on the screen.

- I. Select from the drop-down listing which type of plan is being created (*Vacation*, *Sick* or *Personal*).
 - If the chosen plan will be based on hours worked, use Step 3a to indicate whether specific types of hours paid for will count towards the hour accrual calculation.
 - *Pay Period* plans accrue the specified number of employee hours based on the *Interval* settings chosen at the end of this wizard. Time off earned can be modified to be based on years of service.
 - All other plans can be set to automatically accrue at the time the payroll run is posted. Automatic accrual can be turned off and hours can be updated manually.
- II. Enter the name of the plan that will appear on reports. This chosen plan will appear on the employee pay stub where the available amount of time off is indicated.
 - It is optional to show on the pay stub the employee's available time off. This option can be turned off/on within the *Company > Edit > Pay Stub* section for hourly and/or salary personnel.
- III. Select from the drop-down menu the type of accrual plan desired. The choices are:
 - Hourly* = Earn a unit per hour(s) worked; *Pay Period* = Earn a set amount of time per

pay period; *Anniversary* = Earn a set amount of hours at the hire date anniversary. Others can be tied to either a specific day of the month, date in the quarter, or date in the year.

- Example 1: Employees on this plan earn up to 40 hours of vacation during their first year, based on hours worked. They are also required to work at least 60 hours during the bi-weekly payroll period in order to be eligible. The hours counting toward this earned time off can be set to only include regular hours. If no minimum hours exist to earn time off, simply uncheck that box.

- Example 2: *Pay Period* can be selected if the employees who will be on this plan earn a certain number of hours based on years of service each pay period.

- Example 3: *Anniversary* can be selected if employees on this plan will earn a certain number of hours based on years of service after reaching their hire date anniversary each year.

Add Accrual Plan Wizard

Accrual General Information
Please enter the new accrual general information

1. What kind of plan do you want to set up? Vacation

2. What would you like the name of this plan to be?

3. How often should hours accrue for this plan? Anniversary

3a. When do you want the first accrual to happen?
☐ According to Plan Method
☒ Immediately

CC Payroll < Back Next > Cancel

- Example 4: *Yearly* can be selected if employees on this plan will earn a certain number of hours based on years of service.

Add Accrual Plan Wizard

Accrual General Information
Please enter the new accrual general information

1. What kind of plan do you want to set up? Vacation

2. What would you like the name of this plan to be?

3. How often should hours accrue for this plan? Yearly

3a. Please select the date that hours accrue on for this yearly plan.
Month: Jan Day: 1

CC Payroll < Back Next > Cancel

- For any of these plans, the number of hours that an employee can accrue based on years of service can be set up in the *Interval* section of the plan and may be accessed after the wizard setup feature is finished.
- d. Click *Next*
- e. The following screen shows steps 4 thru 6:

Add Accrual Plan Wizard

Accrual Options
Please select which options you would like for this plan

4. When do the benefits start for this plan?
Hire Date + Waiting Period
Hire Date
Hire Date + Waiting Period
First Day of Month after Hire Date
First Day of Month after Hire Date + Waiting Period

5. Does this plan check for automatic accrual every pay period?
NOTE: This will always be Yes for Hourly and Pay Period type plans.
☒ Yes ☐ No

CC Payroll < Back Next > Cancel

- IV. Select from the drop-down menu when paid time off should start accruing. Is there a waiting period after hire date? If so, select it and a box will appear where waiting period may be entered.
- V. Are less-than-zero hour balances allowed? If exceptions will be made for paid time an employee can take before it's been fully earned, enter -999; otherwise, leave it at zero.
- VI. Would you like the payroll system to post the earned hours per employee at the time the payroll run is posted? If so, select yes.
 - Both *Hourly* and *Pay Period* accruals will do this automatically. All others will only post the hours based on the accrual plans criteria if option number 6 is turned on.

f. Click *Next*

g. Banking option number 7:

Add Accrual Plan Wizard

Accrual Bank Options
Please select which bank options you would like for this plan

7. Are accrual hours stored up and not available to use immediately after being accrued?
☐ Yes ☒ No

- Unless hours need to be accrued in the employee file but not touched or used for an extended period of time, select *No* here.

h. Click *Next*

i. Question number 8:

Add Accrual Plan Wizard

Accrual Options
Please select which options you would like for this plan

8. Will there be a maximum amount of accrued hours that employees can have?
☐ Yes ☒ No

- If there will be a maximum number of accrued hours an employee can have, select *Yes*; otherwise, select *No*.

j. Click *Next*

k. Question number 9:

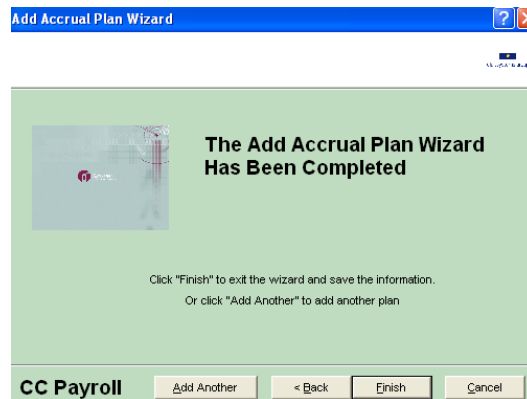
Add Accrual Plan Wizard

Accrual Final Options and Switch
Please select which options you would like for this plan and if you would like to switch plans

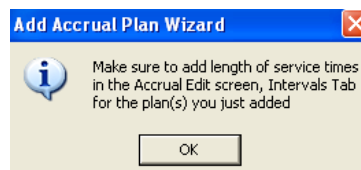
9. Would you like the option to switch plans after a period of time or on a set date?
☐ Yes ☒ No

- Will an employee be allowed to change plans after a period of time? For example, an employee can earn time off by month until they reach their anniversary date. At this anniversary, the accrual plan could switch to a per pay period accrual plan. If this option is not needed, select *No*.

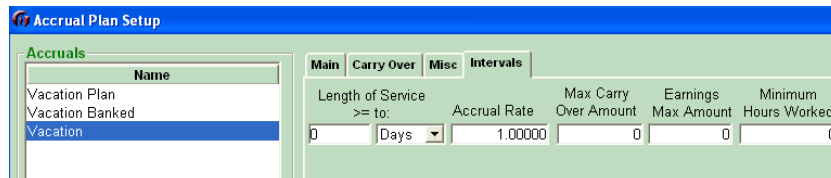
- l. Click *Next*
- m. Click *Finish*



- n. A message will appear to prompt the set-up of the length of service times within the accrual plan's *Intervals* tab.



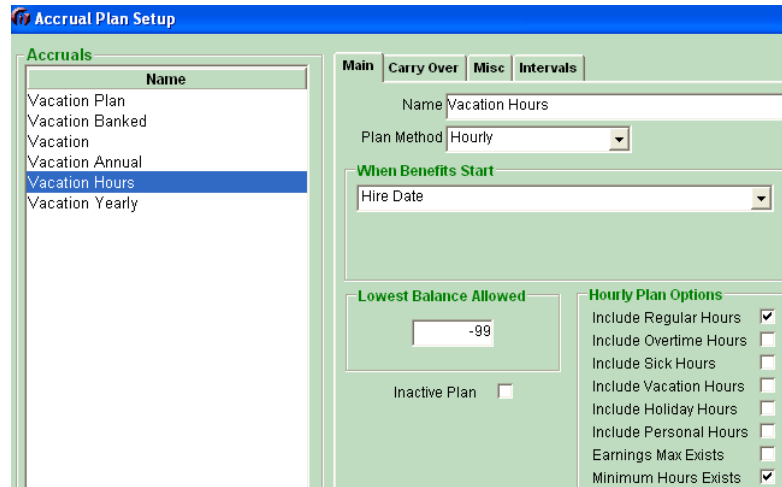
- o. Click *OK*.



- p. Based on the type of accrual plan already selected, enter the amount of hours to accrue each time the *Accrual Time* is reached. The number of hours an employee earns can vary based on length of service.

Accrual Plan Interval Examples

Example 1: Based on an *Hourly* type plan



Accrual Plan Setup

Accruals

Name: Vacation Hours

Plan Method: Hourly

When Benefits Start: Hire Date

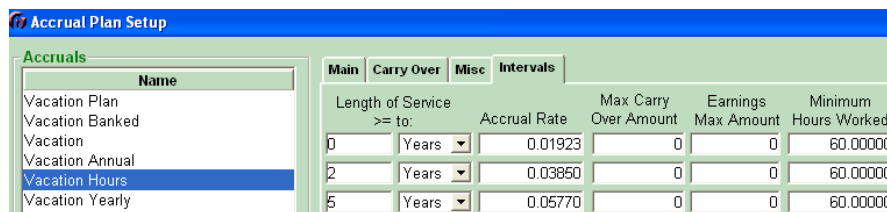
Lowest Balance Allowed: -99

Inactive Plan: ☐

Hourly Plan Options

- ☒ Include Regular Hours
- ☐ Include Overtime Hours
- ☐ Include Sick Hours
- ☐ Include Vacation Hours
- ☐ Include Holiday Hours
- ☐ Include Personal Hours
- ☐ Earnings Max Exists
- ☒ Minimum Hours Exists

- Employees on this plan can earn up to 40 hours of vacation during the first year, based on hours worked. If they only work 60 hours, an equivalent amount of hours will accrue. Hours counting toward this earned time off are set to only include regular hours. Employees must work a minimum of 60 hours per pay period (biweekly) in order to be eligible for vacation hours.
- Once an employee has been with the company for two complete years, the vacation time increases for up to 80 hours worked. Note the 2nd interval line for this increase. Employees reaching five complete years will begin to accrue vacation time at a rate equivalent to 120 hours per year.
- The calculation method used to determine the accrual rate per hours worked is to take the yearly amount of vacation hours an employee can earn based on years of service and divide it by the standard full time hourly year (2080).
- The first year accrual rate would be $40/2080$ hours = .01923. To verify this calculation, take $.01923 \times 2080 = 39.9984$ hours per year. The second year is at $80/2080 = .03850$. The hours earned per year would then be $.03850 \times 2080 = 80.08$. After five years the employee earns 120 hours, so the calculation would be $120/2080 = .05770$. To verify this, take $.05770 \times 2080 = 120.06$ hours per year.



Length of Service >= to:	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Minimum Hours Worked
0 Years	0.01923	0	0	60.00000
2 Years	0.03850	0	0	60.00000
5 Years	0.05770	0	0	60.00000

Example 2: Based on a per *Pay Period* type plan

Accrual Plan Setup

Accruals

Name: Vacation

Plan Method: Pay Period

When Benefits Start

Hire Date + Waiting Period: 90 Day(s)

Lowest Balance Allowed

-999

- This sample payroll database shows a bi-weekly pay period. An employee during the 1st year of service will earn 1.53850×26 pay periods = 40 hours of vacation. Once an employee reaches the hire anniversary date, this will trigger accrual of 3.08 hours per pay period. $3.08 \text{ hours} \times 26 \text{ pay periods} = 80 \text{ hours}$. At five years and again at ten years of service, this accrual rate is set to increase so the employees will earn $4.615 \times 26 = 120 \text{ hours}$ and $6.15 \times 26 = 160 \text{ hours}$ per year respectively.
- The hours earned will be posted to the employee's *Available* box within their *Accrual* tab at the time each pay period payroll run is posted.

Length of Service	>= to:	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Minimum Hours Worked
0	Years	1.53850	0	0	0
1	Years	3.08000	0	0	0
5	Years	4.61500	0	0	0
10	Years	6.15000	0	0	0

Example 3: Based on an *Anniversary* type plan

Accrual Plan Setup

Accruals

Name: Vacation Annual

Plan Method: Anniversary ☒ Automatic Accrual

When Benefits Start

Hire Date

First Accrual

☒ After Plan Interval ☐ Immediately

Lowest Balance Allowed

0

- *Anniversary* type plans will accrue time off based on the *When Benefits Start* selection, shown above. Options to add days to the hire date are available in the drop-down menu. In this sample, *Hire Date* is used as the date from which the payroll software will accrue hours earned. Notice that the *Automatic Accrual* box is also checked. This allows the software to update employees' available hours when the payroll runs are posted.
- *Anniversary* type plans accrue hours to an employee's file once per year based on length of service. The example below shows how to setup adding 40 hours to an employee's vacation

time after the completion of one year of service, 80 hours after two years of service, 120 hours after 5 years and 160 hours after ten years.

- This example also shows how *Maximum Carry Over* of hours can be setup. This can be used on any type of accrual plan. If maximum hours are entered on the *Interval* tab, be sure that the *Maximum Amount Carry Over* box is checked on the *Carry Over* tab.

Maximum Hours Accumulated Rules

Max Carry Over Values Exist ☒

When to check amounts
Constantly Check

Cut Off Amt Carried Over ☐

- In the instance below, the accrual plan allows employees to carry over up to a full prior year of earned vacation time. Notice that the *Max Carry Over Amount* is double that of the accrual rate. If an employee does not take vacation time before hitting these ceilings, it will trigger a loss of vacation hours earned. Available hours will not accrue higher than the maximum amount.

Length of Service	>= to:	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Minimum Hours Worked
1	Years	40.00000	80.00000	0	0
2	Years	80.00000	160.00000	0	0
5	Years	120.00000	240.00000	0	0
10	Years	160.00000	320.00000	0	0

Example 4: Based on a *Yearly* accrual type plan

Accrual Plan Setup

Name: Vacation Yearly

Plan Method: Yearly ☐ Automatic Accrual

When Benefits Start
Hire Date

Lowest Balance Allowed
-999

Yearly Plan Options
Enter Yearly Date
Month: Jan Day: 1

Accrue rate difference when rate changes on anniversary ☒

- *Yearly* plans can be set to accrue all employees on a certain date of the year. *Automatic Accrual* is optional. If left unchecked, as the above example shows, the vacation hours would not accrue at the time the payroll run is posted. Instead, it could be updated by running the *Accrual > Update* option.
- Accrual rates may change for some employees based on length of service. An option for accruing at the latest accrual rate based on anniversary date is on the *Main* tab.

- The accrual rate intervals for the *Yearly* plan intervals are entered the same way as an *Anniversary* type plan. Both accrue once yearly and will post hours earned by each employee based on hire date.
- *Max Carry Over Amount* is also an option. If left at zero, employees can have unlimited hours stored in their *Available* box.

Accrual Plan Setup

Accruals

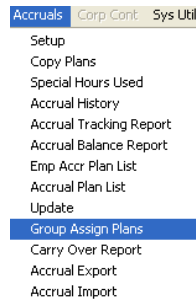
Name	Main	Carry Over	Misc	Intervals
Vacation Plan				
Vacation Banked				
Vacation				
Vacation Annual				
Vacation Hours				
Vacation Yearly				

Length of Service >= to:	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Minimum Hours Worked
1 Years	40.00000	0	0	0
2 Years	80.00000	0	0	0
5 Years	120.00000	0	0	0
10 Years	160.00000	0	0	0

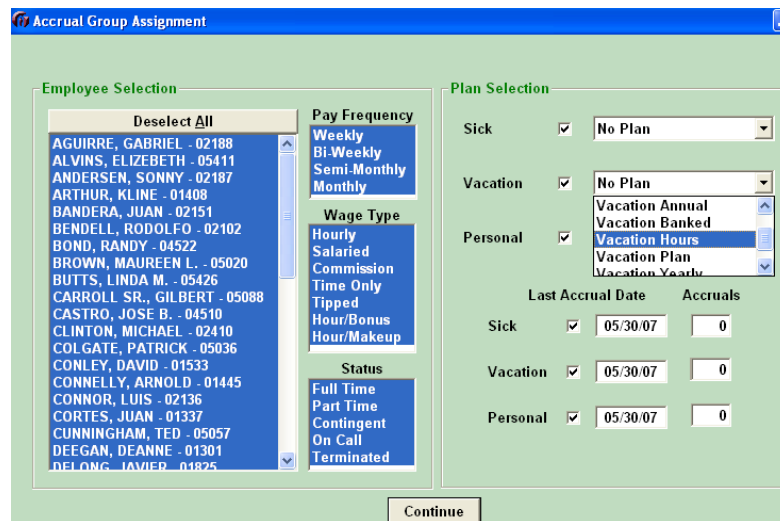
Employee Accrual Plan Assignment Process

Once the accrual plans are setup, they need to be linked to eligible employees. There are two ways to assign accrual plans to employees.

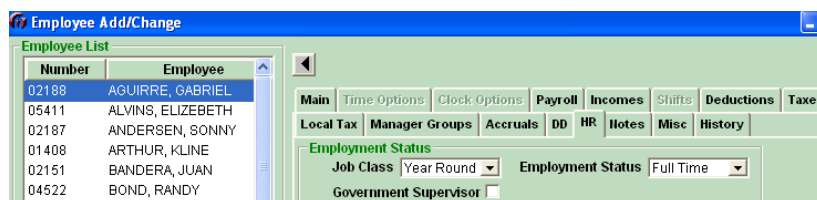
To use the global assignment option, go to: *Accruals > Group Assign Plans*



The *Accrual Group Assignment* option allows specific employees to be assigned to a specific accrual plan. Employees can be selected or deselected by clicking on any of the filters or employee names listed. Employees highlighted in blue are selected for accrual plan assignment.



In order for the *Status* filter to work properly, employment status within the *Employee Add/Edit>HR* tab needs to be set properly.

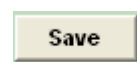


- Select the accrual plan to be assigned to the specified employees.
- Select the Employees to be assigned to this plan.
- Set the date from which new balances will accrue.

- Click *Continue*
- Plans will then be assigned. A report will appear on the screen showing the changes made to each selected employee's plan assignment.
- Print the report for your records.
- Repeat this for other employees as needed.
- Go to *Employee Add/Edit > Accrual* tab.
- Enter the employee's opening available balance in the *Available* box.

	Rates	Plan Name	Available	Accrued	Accruals
Sick	10.00	No Plan	0	0	0
Vacation	10.00	Vacation Hours	40.0000	0	0
PTO	10.00	No Plan	0	0	0
Holiday	10.00				

- Click *Save*.



To manually assign each employee to an appropriate accrual plan and also to enter their opening available hours, go to: *Employee > Add/Edit Employee > Accrual*.

	Rates	Plan Name	Available	Accrued	Accruals
Sick	10.00	Sick Plan	0	0	0
Vacation	10.00	Vacation Hours	40.0000	0	0
PTO	10.00	No Plan	0	0	0
Holiday	10.00				

- Make changes as needed and click *Save*.

When and How Does the Accrued Time Off Update?

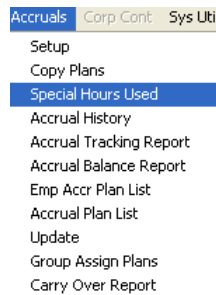
Accrued time off can be set *Annually* based on hire date, *Yearly* based on a set date for all, *Semi-Yearly*, *Monthly*, *Per Pay Period* or based on *Hours Worked*. For any of these options, time off accrued can be set to automatically accrue hours earned at the time specified by the payroll run.

The *Per Pay Period* and *Hours Worked* will only accrue at time of posting each payroll. The other plans can be set to either manually or automatically update employee hours earned by running the *Accrual > Update* option.

Available accrued hours can also be manually maintained in each employee's *Available* box. For this option, keep all employees set to *No Plan*. At the time an employee earns his/her time off, enter the amount of hours in their *Available* box. Hours used and posted during payroll processing will be reflected here.

Accrual Reports

Accrual reports are available within the *Accrual* menu. They are described below:



Special Hours Used

- *Special Hours Used* is a report that runs by date range to view hours used, number of hours available, pay rate and value of the available hours.

The screenshot shows a window titled 'Special Hours Used Report' with a sub-header 'Vacation Hours Used Report'. It displays a table with columns: Employee Number and Name, Vacation Hours Used, Vacation Hours Available, Pay Rate, Hire Date, and Value. The data is for 'Sample Country Club' and covers the period from 01/01/07 to 01/31/07. The report is on page 1 of 1.

Employee Number and Name	Vacation Hours Used	Vacation Hours Available	Pay Rate	Hire Date	Value
02188 AGUIRRE, GABRIEL	.00	12.00	\$8.65	12/05/1995	\$103.80
01408 ARTHUR, KLINE	.00	40.00	\$10.00	11/17/2003	\$400.00
02151 BANDERA, JUAN	.00	72.00	\$16.52	06/09/1997	\$1,189.44
04522 BOND, RANDY	.00	74.67	\$45.00	08/01/1988	\$3,359.97
05020 BROWN, MAUREEN L	.00	13.33	\$15.75	11/16/1987	\$209.96
05426 BUTTS, LINDA M.	.00	53.33	\$15.00	01/28/2003	\$800.01
04510 CASTRO, JOSE B.	.00	5.33	\$14.00	05/01/1994	\$74.66
02410 CLINTON, MICHAEL	.00	66.67	\$52.50	06/01/1986	\$3,499.96
02136 CONNOR, LUIS	.00	10.00	\$15.86	12/09/1999	\$158.60
02145 GONZALES, GEORGE	.00	10.00	\$13.60	12/29/1997	\$136.00
05458 GOSE, JANET	.00	84.00	\$25.75	09/23/1996	\$2,163.00
02128 GRUJALVA, EDUARDO	.00	58.67	\$19.23	04/06/1991	\$1,128.19
05442 HOLGRAM, REBECCA	.00	32.67	\$20.00	03/13/2000	\$653.34

At the bottom of the window are buttons for 'Save As', 'Print Prev.', 'Print Setup', 'Print', and 'Back'.

Accrual History

There are three ways to view updated hours available. How the accrual plan is set determines which selection to choose.

- The *Post Run* option shows which employees accrued and/or used hours.
- The *Autoadd* option should be selected if the *Accrual > Update* feature is being used to update employees' available hours. This option is run by date range.
- The *Manually* option will allow the date range to open so an audit report can be run, reflecting changes made manually to employees' available hours.

Accrual History Report

Run Report For Hours Added By

☒ Post Run ☐ Autoadd ☐ Manually

Detail Selection

Choose Run Number

1489

Enter Date Range

Start Date: 01/01/1980 End Date: 01/01/2004

Continue

A sample *History Report* in which *Post Run* was selected

Accrual History Report

FEIN: 19-1234567
Employer Number: 1
Report Date: 05/30/2007 11:54

Accrual Report
Sample Country Club
PostRun Method

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v 7.6.013

Plan Id	Plan Description	Run Number	Amount Gained	Amount Lost	Date Occured
02187	ANDERSEN, SONNY				
3	Vacation Banked	Vendor Master User 1489	2.0500	0	11/15/2006

Accrual Tracking Report

- This report can be run alphabetically by employee name or by base department.
- The *Date Range* options are either current year to date or a specified date range.
- If only the posted activity of one accrual plan is needed, it can be selected in the bottom left hand corner of this screen. Otherwise, all accrual plan activity for the selected employees will appear on the report.

Accrual Tracking Report

Report Style

☒ Employee ☐ Base Department

Sort Order

☒ Employee Name ☐ Employee Number

Dates

☐ Year to date ☒ Date Range

Start Date: 11/01/06 End Date: 12/31/06

Page Break

☒ None ☐ Employee

☐ Only show employees with incorrect balances
☐ Run Report by Accrual Plan

Employee List

Number	Employee
02188	AGUIRRE, GABRIE
05411	ALVINS, ELIZABET
02187	ANDERSEN, SONNY
01408	ARTHUR, KLINE
02151	BANDERA, JUAN
04522	BOND, RANDY
05020	BROWN, MAUREE
05426	BUTTS, LINDA M.
05088	CARROLL SR., GIL
04510	CASTRO, JOSE B.
02410	CLINTON, MICHAEL
05036	COLGATE, PATRICI
01533	CONLEY, DAVID
01445	CONNELLY, ARNO
02136	CONNOR, LUIS

☒ Active ☐ Inactive ☐ Both

Continue

A sample: *Accrual Tracking Report*.

Accrual Tracking Report											
FEIN: 19-1234567		Accrual Tracking Report							Page 1 of 6		
Employer Number: 1		From: 11/1/2006 To: 12/31/2006							v 7.6.01		
Report Date: 05/30/2007 12:13:40 PM		Sample Country Club									
Employee	Date Occurred	Vac Hrs. Gained	Vacation Hrs. Lost	Vacation Balance	Sick Hrs. Gained	Sick Hrs. Lost	Sick Hrs. Balance	Personal Hours Gained	Personal Hrs. Lost	Personal Hours Available	Brvment Used
02187 - ANDERSEN, SONNY	10/03/95										
Payroll Update	11/01/06	2.0500	0.0000	.0000	.0000	0.0000	.0000	.0000	0.0000	.0000	.00
Payroll Update	11/15/06	2.0500	0.0000	.0000	.0000	0.0000	.0000	.0000	0.0000	.0000	.00
Payroll Update	11/22/06	2.0500	0.0000	.0000	.0000	0.0000	.0000	.0000	0.0000	.0000	.00
Current Available Balances:				.0000			.0000			.0000	
Employee Total:		6.1500	0.0000		.0000	0.0000		.0000	0.0000		.00

Accrual Balance Report

- This is an audit report. Entering the date in the *Balances as of* field to will show what each highlighted employee had available as of the specified date.
- Additional options can show the value and employee pay rate.

Accrual Balance Report

Employee List

Number	Employee
02188	AGUIRRE, GABRIEL
05411	ALVINS, ELIZABETH
02187	ANDERSEN, SONNY
01408	ARTHUR, KLINE
02151	BANDERA, JUAN
04522	BOND, RANDY
05020	BROWN, MAUREEN
05426	BUTTS, LINDA M.
05088	CARROLL SR., GILBERT
04510	CASTRO, JOSE B.
02410	CLINTON, MICHAEL
05036	COLGATE, PATRICK
01533	CONLEY, DAVID
01445	CONNELLY, ARNOLD
02136	CONNOR, LUIS
01337	CORTES, JUAN
05057	CUNNINGHAM, TED
01301	DEEGAN, DEANNE
01825	DELONG, JAVIER

Balances as of

Report Style

☒ Employee
☐ Base Department

☒ Display \$ Amount
☒ Show Pay Rate

☒ Active ☐ Inactive ☐ Both

A sample *Accrual Balance Report*

Accrual Balance Report

FEIN: 19-1234567
Employer Number: 00001
Report Date: 05/30/2007 12:17:58

ACCRUAL BALANCE REPORT
Sample Country Club
Balances as of 01/01/07

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v 7.6.01

Name	Number	Hire Date	Sick			Vacation			Personal		
			Rate	Balance	Dollars	Rate	Balance	Dollars	Rate	Balance	Dollars
AGUIRRE, GABRIEL	02188	12/05/95	\$8.65	0.00	\$0.00	\$8.65	0.00	\$0.00	\$8.65	0.00	\$0.00
ALVINS, ELIZABETH	05411	01/01/00	\$16.20	0.00	\$0.00	\$16.20	0.00	\$0.00	\$16.20	0.00	\$0.00
ANDERSEN, SONNY	02187	10/03/95	\$15.00	0.00	\$0.00	\$15.00	0.00	\$0.00	\$15.00	0.00	\$0.00
ARTHUR, KLINE	01408	11/17/03	\$10.00	0.00	\$0.00	\$10.00	0.00	\$0.00	\$10.00	0.00	\$0.00
BANDERA, JUAN	02151	06/09/97	\$16.52	0.00	\$0.00	\$16.52	0.00	\$0.00	\$16.52	0.00	\$0.00
BOND, RANDY	04522	08/01/88	\$45.00	24.00	\$1,080.00	\$45.00	61.33	\$2,759.99	\$45.00	0.00	\$0.00
BROWN, MAUREEN L.	05020	11/16/87	\$15.75	0.00	\$0.00	\$15.75	0.00	\$0.00	\$15.75	0.00	\$0.00
BUTTS, LINDA M.	05426	01/28/03	\$15.00	20.00	\$300.00	\$15.00	46.67	\$700.01	\$15.00	0.00	\$0.00
CARROLL SR., GILBER	05088	07/18/94	\$13.50	0.00	\$0.00	\$13.50	0.00	\$0.00	\$13.50	0.00	\$0.00
CASTRO, JOSE B.	04510	05/01/94	\$14.00	0.00	\$0.00	\$14.00	(8.00)	(\$112.00)	\$14.00	0.00	\$0.00
CLINTON, MICHAEL	02410	06/01/86	\$52.50	8.00	\$420.00	\$52.50	53.33	\$2,799.98	\$52.50	0.00	\$0.00
COLGATE, PATRICK	05036	10/07/92	\$14.00	0.00	\$0.00	\$14.00	0.00	\$0.00	\$14.00	0.00	\$0.00
CONLEY, DAVID	01533	11/21/03	\$9.00	0.00	\$0.00	\$9.00	0.00	\$0.00	\$9.00	0.00	\$0.00
CONNELLY, ARNOLD	01445	11/09/00	\$9.00	0.00	\$0.00	\$9.00	0.00	\$0.00	\$9.00	0.00	\$0.00

Save As

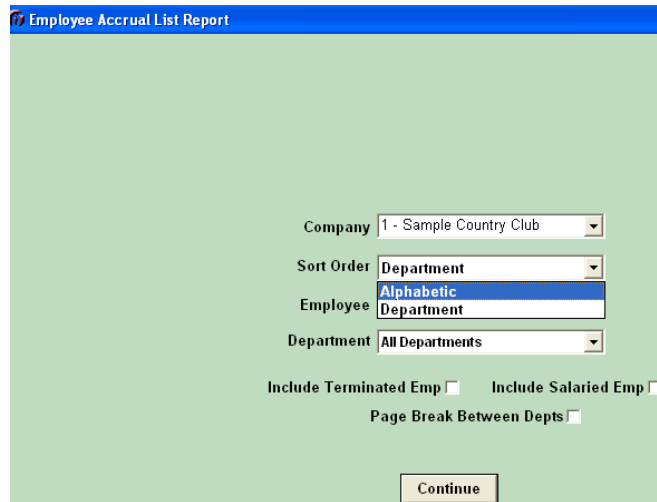
Print Prev.

Print

Back

Employee Accrual Plan List

- The Employee Accrual Plan report can be run alphabetical or by base department.
- Employees assigned to accrual plans will be listed along with the plan name they are assigned to, total hours accrued, total hours available, and total hours used.



Employee Accrual List Report

Company: 1 - Sample Country Club

Sort Order: Department

Employee: **Alphabetic**

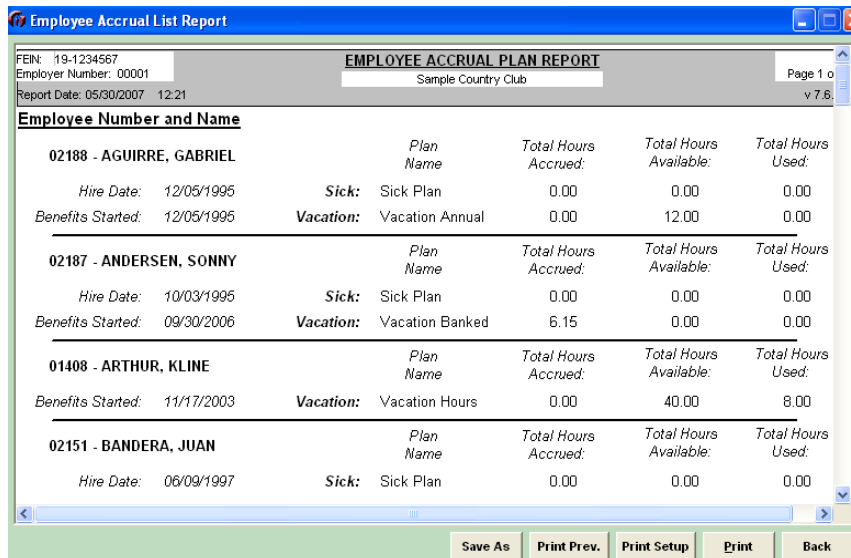
Department: All Departments

Include Terminated Emp ☐ Include Salaried Emp ☐

Page Break Between Depts ☐

Continue

A sample Employee Accrual Plan Report



Employee Accrual List Report

FEIN: 19-1234567
Employer Number: 00001
Report Date: 05/30/2007 12:21

EMPLOYEE ACCRUAL PLAN REPORT
Sample Country Club

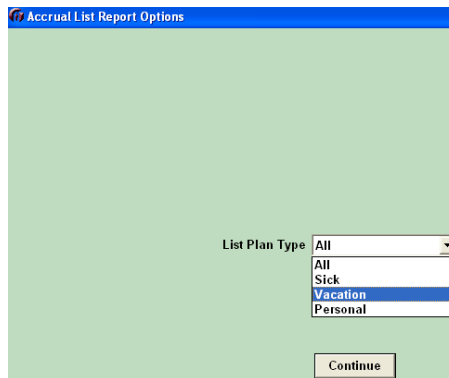
Page 1 of 1
v 7.6

Employee Number and Name	Plan Name	Total Hours Accrued:	Total Hours Available:	Total Hours Used:
02188 - AGUIRRE, GABRIEL				
Hire Date: 12/05/1995	Sick: Sick Plan	0.00	0.00	0.00
Benefits Started: 12/05/1995	Vacation: Vacation Annual	0.00	12.00	0.00
02187 - ANDERSEN, SONNY				
Hire Date: 10/03/1995	Sick: Sick Plan	0.00	0.00	0.00
Benefits Started: 09/30/2006	Vacation: Vacation Banked	6.15	0.00	0.00
01408 - ARTHUR, KLINE				
Benefits Started: 11/17/2003	Vacation: Vacation Hours	0.00	40.00	8.00
02151 - BANDERA, JUAN				
Hire Date: 06/09/1997	Sick: Sick Plan	0.00	0.00	0.00

Save As Print Prev. Print Setup Print Back

Accrual Plan List

- The Accrual Plan List will list all accrual plans and setup information. Intervals will be shown for each as well. Once the necessary accrual plans are set up, this report can be printed and used as a reference to determine that employees are in the correct accrual plan.



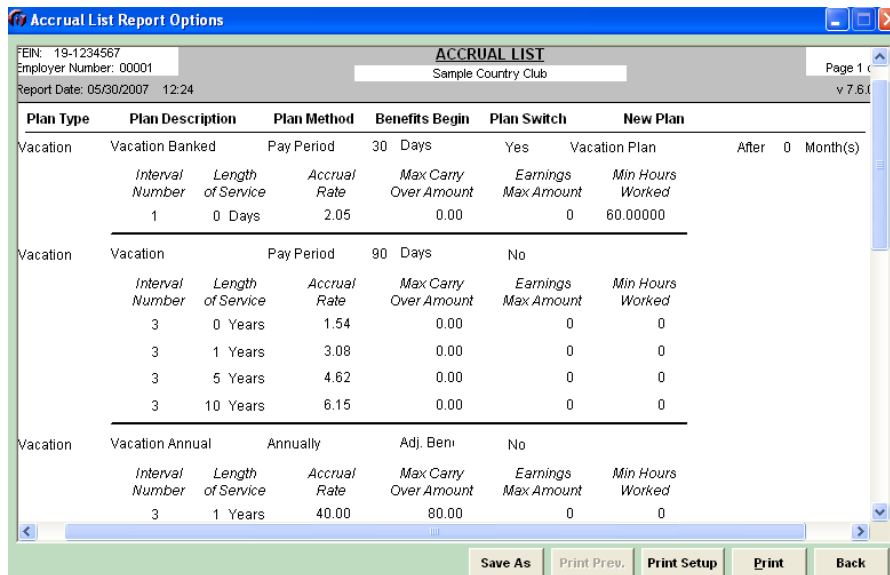
Accrual List Report Options

List Plan Type: **All**

- All
- Sick
- Vacation**
- Personal

Continue

A sample *Accrual List Report*



FEIN: 19-1234567
Employer Number: 00001
Report Date: 05/30/2007 12:24

ACCRUAL LIST
Sample Country Club

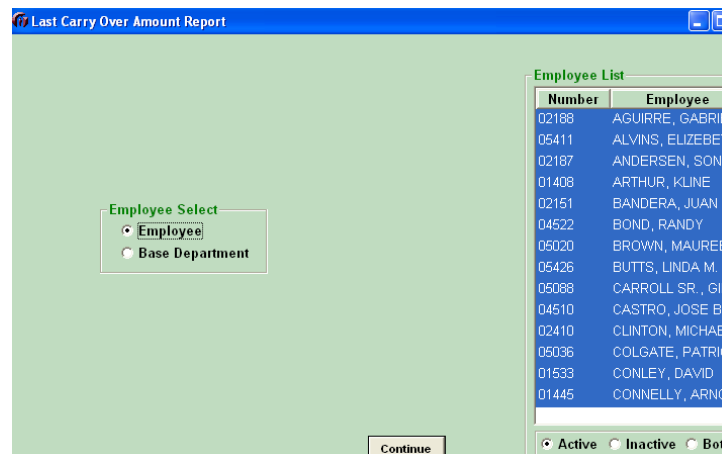
Page 1 of 1
v 7.6.1

Plan Type	Plan Description	Plan Method	Benefits Begin	Plan Switch	New Plan		
Vacation	Vacation Banked	Pay Period	30 Days	Yes	Vacation Plan	After	0 Month(s)
	Interval Number	Length of Service	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Min Hours Worked	
	1	0 Days	2.05	0.00	0	60.00000	
Vacation	Vacation	Pay Period	90 Days	No			
	Interval Number	Length of Service	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Min Hours Worked	
	3	0 Years	1.54	0.00	0	0	
	3	1 Years	3.08	0.00	0	0	
	3	5 Years	4.62	0.00	0	0	
	3	10 Years	6.15	0.00	0	0	
Vacation	Vacation Annual	Annually	Adj. Ben	No			
	Interval Number	Length of Service	Accrual Rate	Max Carry Over Amount	Earnings Max Amount	Min Hours Worked	
	3	1 Years	40.00	80.00	0	0	

Save As Print Prev. Print Setup Print Back

Carry Over Report

- If employees are allowed to carry over available paid time off hours from year to year, this report can be run to check the carry over amounts. It will list the number of hours accrued, the employee's available balance, and the amount carried over from the last interval.



Last Carry Over Amount Report

Employee Select

☒ Employee

☐ Base Department

Employee List

Number	Employee
02188	AGUIRRE, GABRIEL
05411	ALVINS, ELIZABETH
02187	ANDERSEN, SONN
01408	ARTHUR, KLINE
02151	BANDERA, JUAN
04522	BOND, RANDY
05020	BROWN, MAUREEN
05426	BUTTS, LINDA M.
05088	CARROLL SR., GIL
04510	CASTRO, JOSE B.
02410	CLINTON, MICHAEL
05036	COLGATE, PATRICIA
01533	CONLEY, DAVID
01445	CONNELLY, ARNO

Continue

☒ Active ☐ Inactive ☐ Both

A sample *Carry over Report*

Last Carry Over Amount Report			
Income	Hours Accrued	Hours Available	Hours Carried Over
02188 - AGUIRRE, GABRIEL			
Sick	0.00	0.00	0.00
Vacation	0.00	12.00	0.00
Personal	0.00	0.00	0.00
05411 - ALVINS, ELIZEBETH			
Sick	0.00	0.00	0.00
Vacation	0.00	0.00	0.00
Personal	0.00	0.00	0.00
02187 - ANDERSEN, SONNY			
Sick	0.00	0.00	0.00
Vacation	6.15	0.00	0.00
Personal	0.00	0.00	0.00
01408 - ARTHUR, KLINE			
Sick	0.00	0.00	0.00
Vacation	0.00	40.00	0.00
Personal	0.00	0.00	0.00