

Accrual Set Up

To set up a new vacation accrual package

- Go to PRAccrue Table
Copy a Vacation Accrual and rename the new line.
- Open the PAdmin form and click on the Accrual Tab
Look up the Accrual you have just added and fill out the form appropriately.
- Under the Desc Form
Choose by PayPeriod or PerHour
Do you want to disallow negative balance
AsgAccrue Required - do you require the EE to be on assignment at the time of pay.
Rate Earned (either per pay period or per hour)
Starting Balance, if there is any
Max Yearly
Max per Pay Period
Max per Yearly Anniversary.
- On the Depleting Pay Code, indicate any paycodes which would reduce the accrual.
- On the Contributing Pay Code, indicate any paycodes which should increase the accrual.