

Accrual Sub Tab

TempWorks has the capability to track accrual of benefits such as vacation, comp time and sick leave by hours or by pay period.

To set up accrual information, complete the following steps.

- ☒ Before proceeding with the setup of Accruals, verify that the correct Employee file is open. To confirm this information, the Employee's file that is currently open is displayed in the white viewing box in the upper right hand corner of the screen.

1. Open the Accrual form by clicking the button labeled Accrual.

2. Click the down arrow in the Accrual ID field.

A list will appear with the accrual benefits offered through your organization.

| Accrual ID | Per Pay Period | PerHour | Rate Earned | Balance | Max Yearly | Max per Pay Period | Active | Max yearly by anniv | Yearly Anniv |
|------------|--------------------|---------|-------------|---------|------------|--------------------|--------|---------------------|--------------|
| VacAsg | Vacation plan: 2 w | 0 | -1 | 0.08 | 0 | 160 | 1.538 | | |
| Vacation | Vacation plan: 2 w | 0 | -1 | 0.08 | 0 | 160 | 1.538 | | |
| VacMel | Annual Vacation Pl | 0 | -1 | 1 | 0 | 100 | 0 | | |

3. Select by clicking the accrual ID that you are setting up for this Employee.

The fields will populate with appropriate numeric data based on the Accrual ID selected. This data will assist in the calculation of the accrued benefit.

| Accrual ID | Per Pay Period | PerHour | Rate Earned | Balance | Max Yearly | Max per Pay Period | Active | Max yearly by anniv | Yearly Anniv |
|------------|--------------------------|-------------------------------------|-------------|---------|------------|--------------------|-------------------------------------|---------------------|--------------|
| Vacation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0.08 | 0 | 160 | 1.538 | <input checked="" type="checkbox"/> | 0 | |

The following describes each field and the purpose it serves for the accrual of the benefit.

Per Pay Period

A check mark represents the accrual is earned for each pay period the Employee works.

Per Hour

A check mark represents the accrual is earned for each hour the Employee works.

Rate Earned

This field designates the rate at which the benefit is accrued for this Accrual ID.

Balance

This field is for the Employee's accrued outstanding balance for the Accrual ID. The system will track that balance and include it for the Accrual ID rate.



This would be used in a situation where the Employee accrued a balance through another Employer. Your corporation is honoring that balance through the Employee's transition to your payroll.

Max Yearly

This field represents the maximum amount that the Employee can earn per year for this Accrual ID.

Max Per Pay Period

This field represents the maximum amount that the Employee can earn per pay period for this Accrual ID.

Active

A check mark represents that the Accrual ID is active.

Max Yearly by Anniv

This field represents the maximum amount that the Employee can earn per year by the Employee's anniversary date for this Accrual ID.

Yearly Anniv

This field represents the amount for the year-to-date figure the Employee has accrued for the accrual ID.

Editing the parameter values for an Accrual ID

You can edit the parameter values for any existing Accrual ID.

- To edit the existing parameter value, highlight the field(s) that you are editing and clear the value that is present.
- Input the new parameter value into the field.
- Repeat steps 1 and 2 for each Accrual ID that needs to be updated or edited.

Making an Accrual ID Inactive

To inactivate an accrual, simply click the Active box to remove the check mark.



Once an Accrual ID does not have a check mark in the Active box, the accrual of credit toward the benefit will no longer calculate.