



ACCRUAL TRACKING MODULE

Employees routinely plan time off but are oftentimes working with leave balances that are not up-to-date or readily available. A call to the payroll department or waiting for the next pay stub is usually the only means available to get time accrued information.

The Accrual Tracking Module for easyTIMESHEET can allow employees to always see their leave availability in real time. Integrated with the Leave Request Module, leave balances are updated automatically based on the company's policies and business rules.

Accrual Balances for: Crain, Kim

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Earn Type:

Trial Period No. of Days

Balance Hours:

Carryover Hours:

Notes: [Accrual Profile Settings](#)

Please click the icon for detail steps

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Code:

Description:

Minimum Hours Worked:

Maximum Hours Worked:

Delay Period:

Allow Carry Over:

Carry Over Day:

Carry Over Years:

Calculation Type:

Detail Report

Report as of January 10, 2005

Department: Information Technology

Employee	Leave Type	Allowed	Taken	Balance	Rate	Liability
Smith, Jane	Annual	80	42	36	36.00	\$1,296.00
	Sick	20	12	8	36.00	\$288.00
	Family Responsibility	80	0	80	36.00	\$2,880.00
Totals:		180	54	124		\$4,464.00
Travers, Michael	Annual	120	20	100	24.00	\$2,400.00
	Sick	20	8	12	24.00	\$288.00
	Family Responsibility	60	20	40	24.00	\$960.00
Totals:		200	48	152		\$3,648.00
Burns, Lisa	Annual	160	87.5	72.5	38.00	\$2,725.00
	Sick	22	4	18	38.00	\$684.00
	Family Responsibility	80	60	20	38.00	\$760.00
Totals:		262	151.5	110.5		\$4,169.00
Grand Totals:	Annual	360	149.5	208.5		\$6,421.00
	Sick	62	24	38		\$1,260.00
	Family Responsibility	220	80	140		\$4,600.00
Grand Totals:		642	253.5	396.5		\$12,281.00

Benefits of Accrual Tracking include:

- Employees can access real-time online
- Client modifiable rules setup
- Customizable profiles for rates and hours
- Reduces payroll inquiries
- Leave Request Module option
- Automatic Rate Rollover



TIMESHEET

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