



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 Profile Settings

Code: Save Add Cancel Delete Back

Description:

Allow Carry Over: Calculate During Trial: Default No. of Trial Days:

Use Employee's FTE: Approved Hours Only:

Carry Over Day: Hours based breakout Type:

Carry Over Month: Deactivate:

Carry Over Date Type: Profile Carry Over Date
 Beginning of Calendar Year
 Employee Hire Date

TIMESHEET		Leave Balance Report		Report Printed on 02/17/2011 04:29:40 PM				
Department	Employee	Leave Type	YTD Available+Taken	YTD Taken	YTD Available	(YTD Balance)	(YTD Carry Over)	Projected
Communications - Communications								
Bolen, Katherine								
		FLOATING HOLIDAY	20.00	0.00	20.00	20.00	0.00	0.00
		HOLIDAY BANKED	264.00	0.00	264.00	264.00	0.00	0.00
		PAID TIME OFF	31.00	20.00	11.00	11.00	0.00	126.00
		SICK PAY	172.28	0.00	172.28	172.28	0.00	229.78
Chan, Lisa								
		FLOATING HOLIDAY	28.00	0.00	28.00	28.00	0.00	0.00
		HOLIDAY BANKED	176.00	0.00	176.00	176.00	0.00	0.00
		PAID TIME OFF	48.00	0.00	48.00	20.00	28.00	163.00
		SICK PAY	178.85	0.00	178.85	178.85	0.00	236.35
Hess, Dyanna								
		PAID TIME OFF	6.66	0.00	6.66	3.33	3.33	0.00
		SICK PAY	5.83	0.00	5.83	2.50	3.33	0.00
King, Lenny								
		FLOATING HOLIDAY	24.00	0.00	24.00	24.00	0.00	0.00
		HOLIDAY BANKED	176.00	0.00	176.00	176.00	0.00	0.00
		PAID TIME OFF	84.94	0.00	84.94	13.32	71.62	161.53
		SICK PAY	23.32	0.00	23.32	10.00	13.32	80.82
Mitchell, Elise								
		FLOATING HOLIDAY	24.00	0.00	24.00	24.00	0.00	0.00
		HOLIDAY BANKED	176.00	0.00	176.00	176.00	0.00	0.00
		PAID TIME OFF	63.32	0.00	63.32	13.32	50.00	139.91
		SICK PAY	18.33	0.00	18.33	10.00	8.33	75.83
Totals:								
		FLOATING HOLIDAY	96.00	0.00	96.00	96.00	0.00	0.00
		HOLIDAY BANKED	792.00	0.00	792.00	792.00	0.00	0.00
		PAID TIME OFF	233.92	20.00	213.92	60.97	152.95	590.44
		SICK PAY	398.60	0.00	398.60	373.63	24.98	622.77

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