# **Enterprise - Employee, Customer,** and Assignment Accruals

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Enterprise can assist with tracking the accrual and the usage of the sick time. Accruals may be based on what the employee has qualified for, customer specific or assignment offering. This article will cover:

- 1. Employee Accruals
- 2. Customer Accruals
- 3. Assignment Accruals
- 4. Reviewing and Modifying Balances

\*Note\* Before an accrual can be added to the employee record, it must be set up in the administration area of Enterprise. Please see your system administrator for the specific accrual plans that are offered and setup in your database.

#### **Employee Accruals**

1) Start by navigating the employee that you would like to attach the accrual record to and once there, select pay setup  $\rightarrow$  accruals.

Craig La 12 Main St. North Saint Pau	ID: 4295014743 ID: 4295014743 II, MN 55109 SSN: xxx-xx-4642	Scheduled for: 01/02/2015 ◀ <mark>॥</mark> ▶	
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visifile	Show active accruals only		+/
<ul> <li>details documents</li> </ul>		No Records Found	
<ul> <li>integrations</li> </ul>			
messages			
<ul> <li>pay initially</li> <li>pay setup</li> </ul>			
accruals			

2) Next, select the '+' icon to add the accrual. This will open the accruals window:

		@ ×
💄 accruals		
<ol> <li>Accrual Type</li> <li>Active</li> <li>Requires Assignment Accrual</li> <li>Requires Customer Accrual</li> <li>Annual Depletion Rollover</li> </ol>	AJ PTO	5. +
	No Records Found	
1 🛦		💾 Save

- Accrual Type: The items that display in this drop-down are the accruals that have been setup in the administration section of Enterprise. If this drop-down is blank it simply means that no accruals have been setup within your hierarchy view. See an administrator and the prior section of this help document for further instructions.
- Active: When selected, the accrual is active for this employee and hours will be earned and depleted based on the rules established for the accrual type.
- Requires Assignment/Customer Accrual: If this accrual needs additional setup on either the assignment record or the customer record to be in effect select these check box's. If the accrual is not set up in either of those places, then no hours will accrue.
- Annual Depletion Rollover: This date determines the date that the accrued time will be considered rolled over to the next "year".

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	Tier	Effective Date	Accrual Rate Dep	oletion Rate Perio	d Max Accrue   👛	
		•	0.00000 0.00	0000	0	
	Description	Accrual Rate	Depletion Rate	Period Max Accru	Annual Max Accru	Period Ma
	0-1 Years	0.019000000	1.00000000	0.01	40.00	40.00
	1-3 Years	0.038500000	1.000000000	0.38	80.00	80.00
	3-5 Years	0.057700000	1.00000000	0.05	120.00	120.00

• Adding Packages: Select the '+' icon to attach a package.

- **Tier**: Select the appropriate tier from the drop-down. The rate of accrual and depletion, as well as max balances are listed for your review.
- Effective Date: The date the accrual package should become activate. Allows users to set up accruals ahead

of time by choosing a date in the future. Once active the accrual will begin calculating when processed through payroll.

\*Note\* The effective date of the accrual must always be backdated at least one week if you want it to be effective "immediately". This is because payroll is being processed for the previous week's hours worked and the system will want to pull in all accruals.

3) Once you are done entering in criteria for a tier and effective date, simply select save.

The accruals page will be updated to display the added accrual package:

Show active accruals only	r					+ /
Active Name	Description	Rep Name	Accrues On OT	Accrues On DT	Allow Neg Balance	EmpAc
🗶 Temp PTO	Temp PTO	shawna.bra	it 📃			ebf894

If the package accrues on OT, DT, and/or allows a negative balance the related boxes will be selected. Additionally, the service rep who added the accrual will be listed under the rep name column. Users may always edit ( 📝 ) and add ( 🛖 ) additional packages.

\*Note\* When making edits to Accruals within Enterprise Administration, the tiers for the Accrual on the Employee record will not be automatically updated. The Accrual Tier will need to be reassigned to the Employee record for the new information to take hold.

\*Note\* Accruals may be based on several different calculations including: anniversary, annual, hourly, hours threshold and pay period. Different rules can be set up by your administrator for each accrual such as: what payroll codes will allow for accrual, if the accrual allows for a negative balance, the maximum number of hours that can be accrued, carried over, etc. Please see your TempWorks administrator for details on your organization's specific accrual packages.

#### **Customer Accruals**

If an accrual is customer specific, meaning employees will accrue sick time while working at a specific customer, set up the accrual under the defaults/accruals area of a customer record.

\*Note\* Customer accruals are **not** automatically given to employees when assignments are created. They must manually be given to the employee by marking the accrual as "Requires Customer Accrual" unless they are used in conjunction with location-based/assignment or worksite accruals.

B	Benjamin Moore Paints (Co 345 First Street ID East Cayuga Heights, NY 14850 (321) 456-9879	rporate) 4295010253	★ Ľ Q, ł	!       Barbara         !       Jim/Jets         !       Ellyn/Bl         ↓       ▶         tasks	-Crom f/u to cold call son - call - schedule 1st meet yss Cosmetics/check in re: s appointments socia	Jane/ABC - cold call Fred/QRS - take donut Sales Meeting al email	•)	+ ▼ 0 +
visifile ▶ details ▲ defaults	Accruals (1) Multiplier Codes (3)	accrual	S			1-2		
people net	Required Documents (3)	Selected	Apply to Depts	Accrual	Description	Туре	Accrues on OI	Accrues on D
rate sheet	Shifts (3)			New Hire		Annual		
documents	Worker Comp Codes (2)			New York City	New York City accrual	Hourly		
<ul> <li>integrations</li> </ul>	DocCenter Packages (0)			Patrick Only		Pay Period		
invoice history	у			Pay Period Accrue	Accrues anytime employee is naid	Pay Period		
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messages				QT1 PTO Accrual		Hours Threshold		
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Choose the appropriate accrual package by clicking the "Selected" column's check box that corresponds to the package which should be applied. If the accrual should be applied to all of the customer's departments check the the "Apply to Depts" box, as well.

\*Note\* When a default customer accrual is set up, it will **not** appear under the assignment accrual section but will be calculated when payroll is processed.

#### Worksite Accrual Setup

Worksite based accruals are a great way to track accrual packages based on a said location the employee will be working at. This can be beneficial for you as a staffing company if this is a policy you wish to implement or have to follow specific regulations.

Navigate to the customer record you wish to apply worksite location accruals. Once there, select the worksite(s) you wish to setup the accrual package for. You may either edit an existing work site (1.) or add a new one (2.) if needed. If you are not sure how to setup a work site, follow this link: Departments vs. Worksites

visifile										1. <b>/ 2.</b> +
<ul> <li>details</li> <li>assignment restrictions</li> </ul>	Drag a	column he	eader here to gro	up by that column.						
attendance	ID	Active	Description	Street	City	State	Zip			<b>^</b>
contact methods departments	1027	4 🔀	Primary	765 Circle Pines	Daisy	Ki	41731			
interest codes	1027	5 🗙	Warehouse	564 Drip Drop Ave	Cornettsville	KY	41731			
sales & service	1137	5 🗙	RV	507 nature rd	Minneapolis	MN	55419			
vendor management	1138	7	wh	99	Minneapolis	MN	55419			
worksites			CM D	435 Harper Ave	Crystal	MIN	55429	11	A	_

Once in the setup-work site details wizard, navigate to accruals:

Details								
lurisdiction(s)	worksite	details	tax inform	ation				
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	Worksite	В	Local taxes are automatically determined by the zin					
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	State	MN v Zip 56352 v	<u></u>					
	County	Stearns						
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		Accessible Public Transportation						

Within the drop-down, you will see accruals to select from. If this list is blank, you will need to setup the accrual package(s) within the administration section of Enterprise. After you select which accrual you wish to apply to the work site, select 'Save' and continue:

	Country	United States of America	accru	als	A	
	Time Zone	· · ·	Accrual	РТО		•
Na	me	Description	-	Accrues on OT	Accrues on DT	*
Hourly With	OT Only H	lourly accrual with overtime accrue, no do	uble time	True	False	
Hours Threst	hold - No OT 🛛 H	lours threshold with no overtime or doubl	etime	False	False	
Internal Hou	rly			False	False	
Internal Staf	f			False	False	
ITech				False	False	
Kam Accrual				True	False	
Korey's Test	Accrual			False	False	
Locate PTO				False	False	
Memphis SE	Temp Plan T	emp accrual plan for all employees that w	ork out of th	True	True	
New Accrual				True	False	
New Hire				False	False	
New York Cit	y N	lew York City accrual		True	True	
Oregon Paid	Sick Leave			False	False	
Patrick Only				False	False	
Pay Period A	ccrue A	accrues anytime employee is paid within p	eriod regard	True	True	
PTO	P	то		False	False	
DTO Internal	1	12 Hours Vons 1 A- 152 Hours Vons E		Falsa	Falsa	Ŧ

Any newly created orders with this work-site selected will automatically have the accrual package set in place. As you assign employees to this order, the assignments will take on the accrual package, as well as update the employee file with the package.

Stanley Unknown 0 of 1 positions	<b>ary</b> Istomer ID: 42 Ider ID: 42950	<b>ary</b> tomer ID: 4294999793 er ID: 4295088559					No tasks to display for your cur		
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interest codes	Worker Comp	8810			~		Melrose, M	N 56352	,
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required documents									

## **Assignment Accruals**

If an accrual is assignment-specific, meaning the accrual will be specific to a particular employee's assignment, set up the accrual from the details/accruals area of the assignment record:

Abbott, sam J           Belmond Hiring Pros, Unknown           Assignment ID: 4301315779           Order ID: 4295044791           ●           + ◆ ♥ ★ ▷ ♀ ★ ▷ ♀ ★					Image: Barbara-Crom f/u to cold call       Jane/ABC - cold call         Image: Jim/Jetson - call - schedule 1st meet       Fred/QRS - take donuts         Image: Ellyn/Blyss Cosmetics/check in re:       Sales Meeting            tasks appointments social email        +          T          Compared to the social email				
details accruals	s	elected	Accrual 🔺	Description	Туре	Accrues on OT	Accrues on DT	Allow Neg Balance	-
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<ul> <li>Integrations messages</li> </ul>			New York City	New York City accrual	Hourly				
tasks			Patrick Only		Pay Period				
search			Pay Period Accrue	Accrues anytime employee is paid	Pay Period				
			QT1 Accrual	QT1 Accrual	Hours Threshold				
			QT1 PTO Accrual		Hours Threshold				
		×	Sick Pay		Pay Period				
			Staff Accrual		Pay Period			$\checkmark$	

Select the appropriate accrual package by clicking an x in the "Selected" column next to the accrual package which should be applied.

## **Reviewing and Modifying Accrual Balances**

1) Start by navigating to the (1.) pay history  $\rightarrow$  accrual history page for the employee of interest.

details	Drag a column	n header here to	group by that col	umn.							
documents integrations	Accrual	Descript	tion	Balance	Accrues_	Accrues	Allow N_	Rep Na	Threshold Off	set EmpAccru	ualid
messages	Temp PTO	Temp P1	TO	0.0500	m	67	(m)	shawna.b.	. 0	ebf894d4	4-79
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Any (2.) accrual packages that have been added will be listed in accruals table on the page. The (3.) accrual history table will display accrual information as well as the amount that has been accrued, depleted, or manually adjusted by date and service rep.

2) To manually adjust an accrual balance, select the (4.) '+' icon in the accrual history table:

manual accrual adjus	⊚ × stment
a. Accrual	Temp PTO 🔹
b. Weekend Date	12/28/2014
C. Amount	2.5
d, Notes	
Owed balance from previous work. Approve	d by manager.
Marking an item as an accrual includes it in maximum accrual limits. For most positive checkboxes should be left unchecked.	n calculations against period and annual a accrual adjustments, the following
Adjustment Type	f. Depletion
0 🔺	🗙 Cancel 📑 Save

**Accrual:** Items that display in this drop-down will mirror the accruals that appear in the (2.) accrual packages table. **Weekend Date:** The weekend date you are adjusting the accrual balance for.

**Amount:** The amount you would like to adjust the accrual. If you are depleting an amount, enter this balance as a negative.

Notes: Include any information here regarding why you are adjusting the accrual's balance.

Accrual: Select this box if you need to increase the accrual's balance.

**Depletion:** Select this box to document that you are decreasing the accrual's balance. Note that simply selecting "depletion" does *not* deduct the balance. The amount entered must be keyed in as a negative for an accrual balance to be depleted.

3) Upon selecting save, the manual entry will be visible in the (3.) accrual history table.

accrual	history								
Drag a colu	Drag a column header here to group by that column.								
Accrual	Accrual Type 🔻		Notes	Rep Name	Rep Name Accrue?		Manual Adj?	Weekend Date	
Temp PTO	Manual Entry	2.5000	Owed balance from previous work	shawna.bradt				12/28/2014	

#### **Balances**

Accruals will have 3 different balances associated with them:

- Total accrued balance: The total amount accrued less the total amount depleted.
- Eligible balance: The number of hours that have been accrued that have met delay requirements.
- Available balance: The number of hours that currently can be used by the employee. It is the eligible balance less any hours over the annual maximum.

1	M 667 Cin	Mathew "Matt" Marshall 677 Dart Road ID: 5202 Cincinnati, OH 45202 SSN: xxxxxx2222		Marshall ID: 5202 SSN: XXX-XX-2222			Henry/CR/Call - checking		Sandy/Aladdin/call - re: Jaynie per					
	o 🥏 🗒 🔤 🗋	🗹 🖬 🗄	W.		++ + + +	2 Q 🕈 🕇 🕨	tasks app	ointments	social email				+ 7 3 +	
•	visifile details		ACCTUAIS	accruals Drag a column header here to group by that column.										
<ul> <li>integration:</li> </ul>	integrations		Accrual	▼ Description		Total Accrued Balance	e Accrues On OT	Eligible Balance	Available Balance	Accrues On DT	Allow Neg Balance	Rep Name	Threshold Of	
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	messages pay history		Anniversary A	Accrual Anniversary Accrual - accrues	on employee anniversar	y 0.0000	V	0.0000	0.0000			dwood	0.00	
	accrual history													

## **Related Articles**