

# Beyond - Managing Employee Accruals

Last Modified on 12/07/2022 2:02 pm CST

## What are Accruals?

Accruals refer to paid sick leave, vacation, PTO, etc. options that employees might be eligible for. You may have a few different accruals offered depending on where employees work, which customers they work for, etc. Accrual packages will need to be set up in administration and managed for each employee.

Add Employee Accrual

Name  
CA Accrual Hourly

Annual Depletion Rollover Date  
6/24/2020

- Active
- Matching Accrual on Assignment Required ?
- Matching Accrual on Customer Required ?

Accrual Tiers

To update an accrual tier, select Edit in the menu option to the right.

Set Up Complete	Active	Tier Name	Effective Date	Accrual Rate	Depletion Rate	
✓	✓	1-2 Years	7/13/2020	0.06	1	⋮
✓	✓	3-4 Years	7/13/2022	0.2	1	⋮

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### Example Types of Accruals

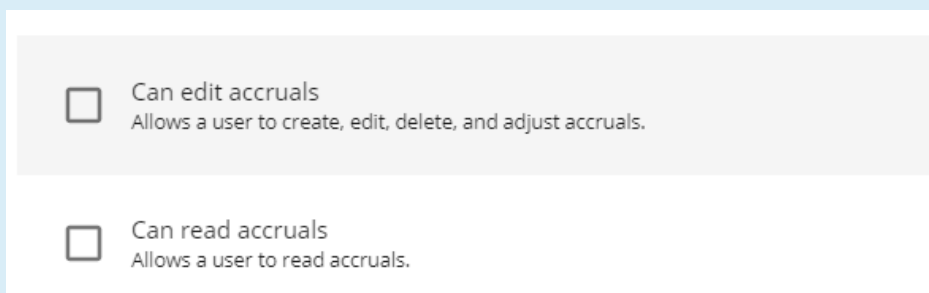
- Annual/Anniversary:** A lump sum of hours that can be used for sick/vacation/etc. are given to an employee at the beginning of the year or their anniversary date to be used throughout the year
- Pay Period:** A set number of hours for sick/vacation/etc. are given to the employee each pay period
- Hours Based:** The number of hours given to an employee each week towards sick/vacation/etc. are determined by the number of hours worked that week
- Location Based:** Hours are only accrued when an employee works at a specific location, city, etc. potentially based on local sick time requirements and laws

### Admin Corner - Before Your Users Can Assign Accruals

Before accruals can be assigned to an employee in Beyond, there are a few steps you will want to review. If you are not an admin, make sure to work with your admin to ensure you have the correct packages set up and

permissions.

1. Accrual packages & rules must be **set up in administration** before they can be assigned in Beyond. Check out [Accrual Setup in Administration](#) for more information.
2. Each user in your system will need to have the correct **security group permissions** in order to view or add accruals in Beyond:



- Can read accruals: Allows users to see accrual information
- Can edit accruals: Allows users to add, edit, delete, or manually adjust accrual information
- Check out [Beyond - Managing Security Groups](#) for more information on permissions in Beyond.

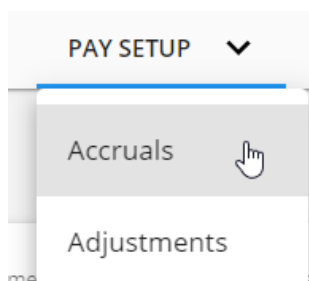
#### This article covers:

1. [Adding Accruals to the Employee Record](#)
2. [Editing an Accrual Package](#)
3. [Managing Accrual History](#)
  - [Reviewing Accrual History](#)
  - [Adding Manual Adjustments](#)

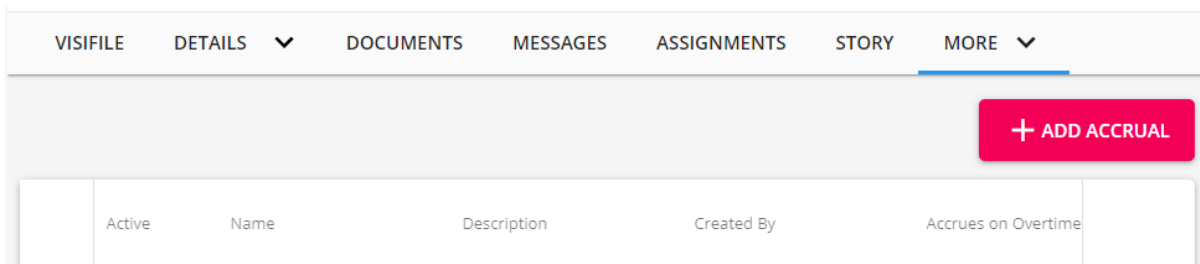
## Adding Accruals to the Employee Record

You can add accrual packages to an employee's record in Beyond as long as you have the applicable permissions.

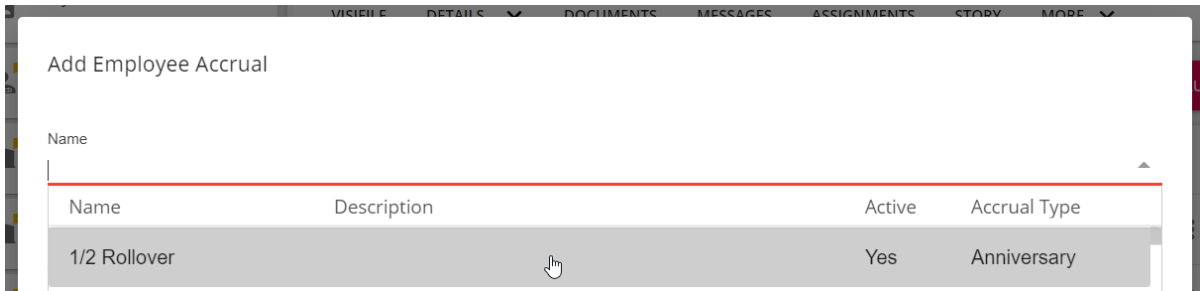
1. Navigate to the employee record you want to add a new accrual package to
2. Select the arrow next to Pay Setup and choose Accruals



3. Select the "+ Add Accrual" button



4. Choose the accrual package from the drop down



- o Accrual packages are set up by your admin. Always ask your manager if you are unsure of which package to select

5. Select an **Annual Depletion Rollover Date**

Annual Depletion Rollover Date  
6/24/2020

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Active

Matching Accrual on Assignment Required ?

Matching Accrual on Customer Required ?

- o This date determines the date that the accrued time will be considered rolled over to the next "year".

6. Matching Accrual Options:

- o Select the checkbox next to **Matching Accrual on Assignment Required** if this accrual package is only applicable to specific assignments. The package will need to be added to the applicable assignment record before the accrual package will apply to the employee
- o Select the checkbox next to **Matching Accrual on Customer Required** if this accrual package is specific to one or a few of your customers. This accrual package will need to also be set up on the customer record before it will be applied to the employee.

7. Setting Tier Information

- o Some accrual packages may change over time. For example, the first year you might accrue one rate and the second or third year you work somewhere you might accrue more hours. This is when we set up tiers.
- o Each accrual package requires at least 1 tier with an effective date entered on it by selecting the ellipsis and choosing edit

At least one active Accrual Tier is required.

To update an accrual tier, select Edit in the menu option to the right.

Set Up Complete	Active	Tier Name	Effective Date	Accrual Rate	Depletion Rate	
	<input checked="" type="checkbox"/>	1-2 Years	--	0.06	1	
	<input checked="" type="checkbox"/>	3-4 Years	--	0.2	1	Edit

- o Because some accrual packages might not start until the employee has worked for you for a few weeks or months, you will need to enter the date that the accrual package should start accruing time off. Additional rates might be customized for this employee as well.

### Edit Employee Accrual Tier

Active

Tier Name  
1-2 Years

Effective Date  
7/13/2020

Accrual Rate 0.06	Depletion Rate 1
Period Max Accrue 5	Calendar Year Max Accrue 100
Period Max Balance 0	Calendar Year Max Balance 100
Anniversary Max Balance 0	

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8. Once the accrual settings are entered, you will be able to select submit to save the accrual package for this employee

## Add Employee Accrual

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CA Accrual Hourly

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	<input checked="" type="checkbox"/>	1-2 Years	7/13/2020	0.06	1	
	<input checked="" type="checkbox"/>	3-4 Years	7/13/2022	0.2	1	

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SUBMIT

Use the arrow next to the accrual package on the list to see more details:

CA Accrual Hourly CA Accrual Hourly no lo... amelia.stout

### Accrual Tiers

Edit Accrual to Update Accrual Tiers.

1-2 Years

Active	Yes
Name	1-2 Years
Effective Date	7/13/2020
Accrual Rate	0.06
Depletion Rate	1

**\*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.

## Managing Accrual History

You can view and manage the history for any accrual on the employee's record under pay history > accrual history.

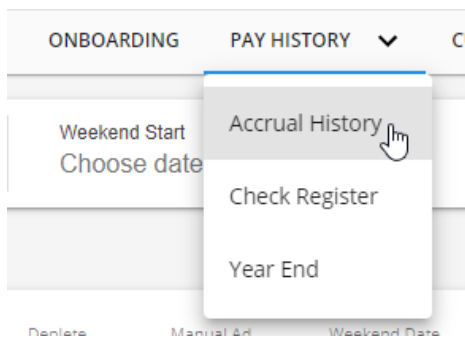
This will allow you to see hours added each week of payroll and add any manual adjustments necessary.

Name	Tier	Type	Amount	Notes	Check ID	Accrue
Standard Temp	PTO	Check	1	Payroll	4295105118	✓
Standard Temp	PTO	Check	1	Payroll	4295103284	✓
Standard Temp	PTO	Check	0.15	Payroll	4295104728	✓
Standard Temp	PTO	Check	0.15	Payroll	4295104558	✓
Standard Temp	PTO	Check	0.24	Payroll	4295103575	✓
Standard Temp	PTO	Check	0.85	Payroll	4295103426	✓
Standard Temp	PTO	Check	0	Payroll	4295111371	✓

### Reviewing Accrual History

If you want to see the historical data or just total accrual amounts for an employee, you can do so by navigating the filter options under the accrual history section on an employee's record.

1. Navigate to the employee's record you want to review history for
2. Select the arrow next to pay history and choose Accrual History



3. Select the accrual package from the drop down that you want to review

- o Total amounts will be listed on the package name
- o Optionally, add in weekend start & end dates to limit the accrual history items listed

4. See list of applicable accrual history:

Name	Tier	Type	Amount	Notes	Check ID	Accrue	Deplete	Manual Ad...	Weekend Date
Standard Temp	PTO	Check	1	Payroll	4295105118	✓			11/12/2017
Standard Temp	PTO	Check	1	Payroll	4295103284	✓			8/13/2017
Standard Temp	PTO	Check	0.15	Payroll	4295104728	✓			10/22/2017
Standard Temp	PTO	Check	0.15	Payroll	4295104558	✓			10/11/2017
Standard Temp	PTO	Check	0.24	Payroll	4295103575	✓			9/3/2017

- o Each line item shows the amount accrued for a specific weekend date/check
- o Keep in mind manual adjustments will also show in this list
- o Like many places in Beyond, you can drag and drop to rearrange the column headers to work best for you

### Adding a Manual Adjustment

Maybe the accrual rates or effective dates were incorrect, or maybe an employee earned a few extra PTO days. You can add a manual adjustment to change the hours accrued for any package under accrual history.

1. Navigate to the employee's record you want to adjust
2. Select the arrow next to pay history and choose Accrual History

3. Select the accrual package from the drop down that you want to adjust

Standard Temp  
35.99 Accrued / 35.99 Eligible / 35.99 Available

Annual Flat Accrual  
0 Accrued / 0 Eligible / 0 Available

Floating Holiday  
0 Accrued / 0 Eligible / 0 Available

Hourly  
5 Accrued / 5 Eligible / 5 Available

Standard Temp  
35.99 Accrued / 35.99 Eligible / 35.99 Available

Weekend Start Choose date

Weekend End Choose date

Amount	Notes	Check ID	Accrue
1	Payroll	4295105118	✓
1	Payroll	4295103284	✓

4. Select the + button in the upper right

ONBOARDING MORE

Weekend End Choose date

Add Manual Accrual Adjustment

+

Manual Ad... Weekend Date

5. Enter the following information

Manual Accrual Adjustment

Accrual Name  
Standard Temp

Weekend Date  
6/14/2020

Amount  
2

Notes  
Bonus for working extra shifts at last minute

Accrual Adjustment Type

Accrual  
Amount will be included in calculations against period and annual maximum accrual limits.

- o **Weekend Date:** Which weekend bill (processing week that ends on a Sunday) does this adjustment apply to - is it for accruals earned this week or earlier?
- o **Amount:** Enter a positive amount to add accrued hours or a negative amount to remove hours
- o Optionally, enter any applicable **notes** for your records
- o Select an **Accrual Adjustment Type:** Depletion is when you are removing hours that should not have been accrued vs. Accrual is adding hours


6. Review the **Preview of Updated Balances and Limits** to be sure your adjustment is working the way that you



intended

Preview of Updated Balances and Limits

Total Balance <b>37.99</b> from 35.99	Eligible Balance <b>37.99</b> from 35.99	Available Balance <b>37.99</b> from 35.99
Calendar Year Max Accrual Limit <b>37 remaining</b> from 39	Period Max Accrual Limit <b>-2 remaining</b> from 0	Annual Depletion Limit --

 The employee accrual balances and limits will be updated based on your selections. Please review the changes above for accuracy before clicking Submit.

7. When you are ready, select submit to add your manual adjustment

Manual entries will appear in line with regular accrual amounts in the accrual history section:

Name	Tier	Type	Amount	Notes	Check ID	Accrue	Deplete	Manual Ad...	Weekend Date
Standard Temp		Manual Entry	2	Bonus for...		✓		✓	6/14/2020

## Related Articles