

Enterprise - Multiple Location-Based Accruals

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Overview

Users have the ability to setup accrual overrides in Administration which will allow for multiple location-based accruals to be created for an employee when an assignment is created that matches the location-mapping settings on accrual records.

For example, the state of California has a state-wide sick leave accrual, but the city of Los Angeles has a city-wide sick leave accrual. An employee working within Los Angeles should only be accruing under the city-wide accrual and not the state-wide California sick leave accrual. Users can create an accrual override to only allow the city-wide accrual to be applied to the employee assignment, overriding the state-wide accrual when working within Los Angeles.

This article covers the following:

1. [Setting Up Accrual Overrides in Administration](#)
2. [Utilizing Multiple Location-Based Accruals](#)

Setting Up Accrual Overrides in Administration

Note Before being able to setup the overrides, you must have the accrual setup within Enterprise Administration.

For more information on setting up accruals, please see the article titled [Accrual Setup in Administration](#).

Begin by navigating to Enterprise > All Options > Administration > Accruals, and navigate to the accrual you would like to add the override to:

The screenshot shows a web application interface for managing accruals. The interface is divided into several sections:

- Navigation Menu (Left):** Lists various administrative categories such as 'accruals', 'adjustment', 'assessment packages', 'attendance', 'authorities', 'branch', 'business code types', 'commission', 'company', 'custom data', 'drop downs', 'employers', 'evaluations', 'external services', 'geoloc', 'gl allocation', 'gls account map', 'gls bank account', 'hrcenter doc mapping', 'imputed income paycode', 'interest code', 'interest code subcategory', 'employee', 'customer', 'order', 'assignment', 'contact', 'pay / bill', 'calendar', 'reports', and 'all options'.
- Search Bar (Top):** Contains the text 'Search for Employees, Customers, Orders, etc.' and the user name 'JOSHUA.KRAMER: High Tech Staffing'.
- Accruals List (Left):** A list of 46 items available, including '10.7', '2Lead2Trail', '90k Annual Anniversary Accrual', 'Annual Anniversary', 'Annual Flat Accrual', 'CA Accrual Anniversary Loc', 'CA Accrual Anniversary Locati', 'CA Accrual Hourly', 'CA Accrual Hourly Loc', 'CA Accrual PayPeriod Entity', 'Delay 120 Days', 'Floating Holiday', 'Hourly', 'Hourly No OT', 'Hourly With OT and DT', 'Hourly With OT Only', 'Hours Threshold - All Hours', 'Hours Threshold - No OT', 'Hours Threshold - With OT', 'Imraan01', 'Imraan01', 'Korey's Test Accrual', 'Mel', 'New York City Sick Pay', 'Nuur01', 'Nuur02', 'osp reg', 'Pay Period Accrue', 'ROTO', 'Sick Pay/PTO Accrual', 'Standard Temp', 'StephanieTest', 'Vacation Accrual', 'zBlank Accrual', 'zHigh Tech SE', 'zHigh Tech Staffing', 'zz010320', 'zzaccrual', 'zzsmoke', 'zzsmoke111919', 'zzsmoketest0303', 'zzsmoketest0819', 'zzSmokeTest8/29/19', and 'zzSystem'.
- Accrual Info (Center):** A form for editing an accrual record. Fields include:
 - Name: CA Accrual Anniversary Location
 - Description: (empty)
 - Type: Anniversary
 - Hier: High Tech Staffing
 - Location Accrue Rollover Type: Anniversary
 - Active: Active, Allow Neg Balance, Break In Service
 - Annual Depletion Limit: 0
 - Eligible Balance Delay Days: 0
- Pay Codes (earn) (Right):** A table with columns 'Pay Code' and 'Description'. It contains one entry: 'Reg' with description 'Regular earnings. Hard coded for payment of t...'
- Pay Codes (use) (Right):** A table with columns 'Pay Code' and 'Description'. It contains two entries: 'Sick' with description 'Sick Pay', and 'Vac1' with description 'Vacation. Hardcoded paycode for temp vacatio...'. 'Vac2' is also listed with a similar description.
- Accrual Tiers (Center):** A table with columns 'Description', 'Accrual Rate', 'Depletion Rate', 'Period Max Accrue', 'Annual Max Accrue', and 'Period'. It contains one entry: 'CA Accrual' with values 1.5, 2, 40, 40, and an empty period.
- Location Mappings (Center):** A table with columns 'State', 'City', 'Eligible Date Offset (d...)', and 'Accruals to Override'. It contains two entries:

State	City	Eligible Date Offset (d...)	Accruals to Override
CA	San Francisco	0	CA Accrual Anniversary Loc
CA	Los Angeles	0	

Within the accrual record, select the appropriate accrual(s) within the "Accruals to Override" dropdown of the "Location Mappings" section. The selected accrual(s) within the dropdown will be the accrual(s) that are overridden by the accrual record you are currently modifying.

For this example, in San Francisco, we want the "CA Accrual Anniversary Location" accrual to override the "CA Annual Anniversary Loc" accrual.

46 items available

accrual info

Name: CA Accrual Anniversary Location

Description:

Type: Anniversary

Hier: High Tech Staffing

Location Accrue Rollover Type: Anniversary

Active Allow Neg Balance Break In Service

Annual Depletion Limit: 0

Eligible Balance Delay Days: 0

pay codes (earn)

Pay Code	Description
Reg	Regular earnings. Hard coded for payment of t...

pay codes (use)

Pay Code	Description
Sick	Sick Pay
Vac1	Vacation. Hardcoded paycode for temp vacatio...
Vac2	Vacation. Hardcoded paycode for temp vacatio...

accrual tiers

Description	Accrual Rate	Depletion Rate	Period Max Accrue	Annual Max Accrue	Period
CA Accrual	1.50000	2.00000	40.0000	40.0000	

location mappings

State	City	Eligible Date Offset (d...)	Accruals to Override
CA	San Francisco	0	CA Accrual Anniversary Loc
CA	Los Angeles	0	

Accruals to Override:

Name	Description
<input checked="" type="checkbox"/> CA Accrual Anniversary Loc	CA Accrual Anniversary with loca
<input type="checkbox"/> CA Accrual Hourly Loc	CA Accrual Hourly with Location
<input type="checkbox"/> CA Accrual PayPeriod Entity	CA Accrual PayPeriod Entity


Note The following will need to be taken into consideration when selecting accruals within the "Accruals to Override" dropdown.

1. In order to be able to select an accrual option within the "Accruals to Override" dropdown, you must have both a state and city listed within the "Location Mappings" section of the accrual you are currently modifying:

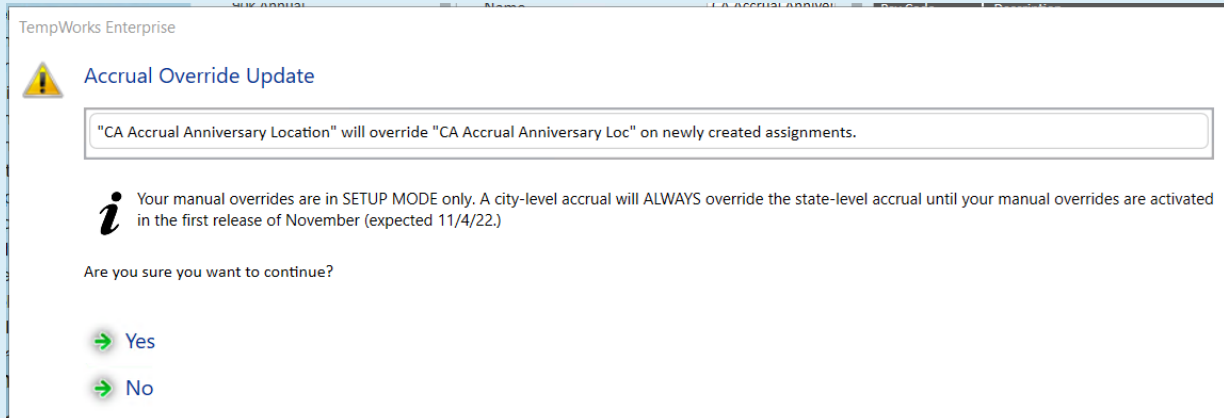
location mappings

State	City	Eligible Date Offset (d...)	Accruals to Override
CA	San Francisco	0	CA Accrual Anniversary Loc
CA	Los Angeles	0	

2. For accruals to appear within the "Accruals to Override" dropdown, they must only be associated with a state within the "Location Mappings" section. Accruals with both a city and state listed within the "Location Mappings" will NOT appear within the "Accruals to Override" dropdown of the accrual you are actively modifying.
3. For accruals to appear within the "Accruals to Override" dropdown, the state must match the selected accrual being currently modified.

Once the necessary override(s) have been chosen, select "Save"  at the top left corner to save the accrual setup.

Note Upon saving changes to the accrual setup, you may be presented with the following warning:



This warning describes the changes that will be taking place based on the selections made within the "Accruals to Override" dropdown for newly created assignments and employee placements as of 11/4/2022.

Attention: Accrual Override Activation Date

Accrual overrides setup prior to 11/4/2022 will not activate until 11/4/2022. Accrual overrides setup on or after 11/4/2022 will function as of the date created.

Therefore, the overrides will only apply for newly created assignments and employee placements as of 11/4/2022. The overrides are NOT retroactive.

Utilizing Multiple Location-Based Accruals

While the multiple location-based accruals functionality works the same between Enterprise and Beyond, the following examples will be shown within Beyond.

Note For more information on utilizing accruals, please see the following articles:

- [Enterprise - Accrual Setup in Administration](#)
- [Enterprise - Employee, Customer, and Assignment Accruals](#)

- Beyond - Managing Employee Accruals
- Beyond - Managing Accruals on the Customer, Worksite, and Assignment Records

Multiple Location-Based Accruals on Assignment & Employee Records

For this example, our customer record (Nikki's Cafe) has multiple CA accruals setup as defaults while also having MN and PA addresses listed the primary customer and primary worksite addresses respectively:

A...	Name	Description	Type	Apply to Depart...	Accrues on Overt...	Accrues on Doubl...	Allow Negative B...	Default Set By
<input checked="" type="checkbox"/>	10.7		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 1		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 2		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 3		Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 4		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 5		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 6		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note The "Primary Address" and "Default Worksite: Primary" addresses within the customer visifile can be anything and are NOT indicative of multiple location-based accruals applying to assignments and employee records.

In order for the customer record default location-based accruals to apply to the assignment, the location must match the location of the worksite address on the job order record. For this example, they match with the state of CA.

Navigate to an unfilled job order on the customer record and verify that the worksite has an address within the same state as the customer default location-based accruals (CA in this example):

Customer Information	
Customer Nikki's Cafe - Primary	Alt Job Order Id --
Burden --	Worker Comp Code QA1
Worksite Beach House: 123 CORAL BLVD MALIBU, CA 90264 United States of America	Directions --
Time Clock Inactive Visit the parent customer to edit time clock status.	

Navigate to the "Candidates" tab of the job order and either add & assign a candidate, or you can assign a candidate

that is already listed.

Note For more information on adding/assigning candidates from the job order, please see the article titled [Beyond - How to Track Candidates on an Order](#).

With the candidate assigned, you can verify under the assignment details that all the default CA accruals from the customer record have been applied based on the worksite address also being located in CA:

ASSIGNMENT Assignment (4302378612) (4302378612) Details Accruals

Aaron Babcock (4302378612)
Nikki's Cafe - Collegiate Representative

VISIFILE DETAILS MESSAGES CUSTOM DATA

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A...	Name	Description	Type	Accrues on Overt...	Accrues on Doubl...	Allow Negative Balance	
<input checked="" type="checkbox"/>	CA Sick Time		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 1		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 2		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 3		Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 4		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 5		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	Nikki CA 6		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⋮

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You can now also verify under the employee's pay setup that all of the CA accruals from the assignment have been applied:

EMPLOYEE Aaron Babcock (23135) Pay Setup Accruals

Aaron Babcock (23135)
SSN: 325-32-8211 · Eagan, MN 55121

VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA WIKI PAGE DATAFREZY EMPLOYEE PAGE POST FF PAGE

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	Active	Name	Description	Created By	Accrues on Overt...	Accrues on Doubl...	Allow Negative B...	Accrual On Assig...	Accrual On Custo...	Employee Accrua...	Accrual ID
✓	<input checked="" type="checkbox"/>	CA Sick Time		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	379a3dc7-61a4-4864-...	31f8b6
✓	<input checked="" type="checkbox"/>	Nikki CA 1		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	687348bd-76c1-4822-...	83cdat
✓	<input checked="" type="checkbox"/>	Nikki CA 2		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2ee8b638-5990-4bc8-...	ff69e2
✓	<input checked="" type="checkbox"/>	Nikki CA 3		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	774b0952-9829-4c99-...	39394
✓	<input checked="" type="checkbox"/>	Nikki CA 4		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	f17b8562-24e1-4f4e-b...	98ba9f
✓	<input checked="" type="checkbox"/>	Nikki CA 5		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bacc0c24-7794-4870-...	ec1164
✓	<input checked="" type="checkbox"/>	Nikki CA 6		joshua.kramer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44aa4e8e-fcca-46ad-9...	c9d70f

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Single Location-Based Accrual Overriding Multiple Location-Based Accruals on Assignment & Employee Records

For this example, we will show how adding a single location-based accrual on an assignment and employee record can override other multiple location-based accruals on that same assignment and employee record.

Begin by verifying that the intended customer has the default overriding accrual applied. For this example, the overriding accrual is titled "Nikki's CA Overriding Accrual":

A...	Name	Description	Type	Apply to Depart...	Accrues on Over...	Accrues on Doubl...	Allow Negative B...	Default Set By
<input checked="" type="checkbox"/>	CA Accrual Anniversary Loc	CA Accrual Anniversar...	Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	CA Sick Time		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 2		Hourly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 3		Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki CA 6		Anniversary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Nikki's CA Overriding Accrual		Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The accrual override setup can also be verified within Enterprise > All Options > Administration > Accruals > Nikki's CA Overriding Accrual > "Accruals to Override" dropdown:

accrual info

Name: Nikki's CA Overriding Accrual

Description:

Type: Pay Period

Hier: High Tech Staffing

Location Accrue Rollover Type:

Active Allow Neg Balance Break In Service

Annual Depletion Limit: 0

Eligible Balance Delay Days: 0

pay codes (earn)

Pay Code	Description
Reg	Regular earnings. Hard coded for payment of temp pay

pay codes (use)

Pay Code	Description
Reg	Regular earnings. Hard coded for payment of temp pay

accrual tiers

No Accrual Tiers have been created

location mappings

State	City	Eligible Date Offset (d...
CA	Laguna Beach	0

Accruals to Override

Multiple Accruals Selected

Name	Description	Accrues on OT
<input checked="" type="checkbox"/> CA Accrual Anniversary Loc	CA Accrual Anniversary with location mappings	No
<input checked="" type="checkbox"/> CA Sick Time		No
<input checked="" type="checkbox"/> Nikki CA 2		No
<input checked="" type="checkbox"/> Nikki CA 3		No

Navigate to an unfilled job order on the customer record and verify that the worksite has an address within the same state as the customer default location-based accruals (CA in this example):

JOB ORDER Beach Side Cafe, Industrial/ Misc (4295044800) Details

Beach Side Cafe - Primary (4295044800)
Industrial/ Misc: 3 of 25 positions filled

VISIFILE DETAILS CANDIDATES CANDIDATE MATCHING DOCUMENTS MESSAGES CUSTOM DATA ASSIGNMENTS DATAFREZY JOB ORDER PAGE

Customer Information

Customer Beach Side Cafe - Primary	Alt Job Order Id --
Burden --	Worker Comp Code 8810
Worksite Sandy Shore: 123 SEA SHELL ROAD LAGUNA BEACH, CA 92651 United States of America	Directions --
Time Clock Inactive Visit the parent customer to edit time clock status.	

Navigate to the "Candidates" tab of the job order and either add & assign a candidate, or you can assign a candidate that is already listed.

Note For more information on adding/assigning candidates from the job order, please see the article titled [Beyond - How to Track Candidates on an Order](#).

With the candidate assigned, you can verify under the assignment details that only the overriding accrual from the customer record has been applied based on the worksite address also being located in CA:

ASSIGNMENT Assignment (4302378614) Details Accruals

Claudia Caballero (4302378614)
Beach Side Cafe - Industrial/ Misc

VISIFILE DETAILS MESSAGES CUSTOM DATA

+ ADD ACCRUAL

A...	Name	Description	Type	Accrues on Overt...	Accrues on Doubl...	Allow Negative Balance
☑	Nikki's CA Overriding ...		Pay Period	⊗	⊗	⊗

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You can now also verify under the employee's pay setup that the overriding accrual from the assignment record has been applied:

EMPLOYEE Claudia Caballero (18729) Pay Setup Accruals

Claudia Caballero (18729)
SSN: 756-56-9217 Eagan, MN 55121

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Active	Name	Description	Created By	Accrues on Overt...	Accrues on Doubl...	Allow Negative B...	Accrual On Assig...	Accrual On Custo...	Employee Accrua...	Accrual ID
☑	Nikki's CA Overriding ...		joshua.kramer	⊗	⊗	⊗	☑	⊗	8732696f-d7cc-4c90-9...	a3bc...

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