

Benefit Accrual / Time Off Setup



Millennium is capable of tracking a variety of accrued time-off benefits such as vacation, holiday, personal/paid time off (PTO), sick pay, etc. While the system is highly customizable, it is not capable of accommodating every possible policy scenario or circumstance. Please keep in mind the following regarding Millennium benefit accruals:

- ❑ Accruals require processing & storage that result in additional service charges. Please consult your Alliance Payroll representative for setup & maintenance fees.
- ❑ You will need a unique accrual code for each distinct policy (for example, PTO policies under which time awarded to part time employees is less than that for full time employees).
- ❑ You will need to include a copy of your benefit policy along with your setup forms.
- ❑ **The system will not prevent employees from taking more time than they have available.** Negative available balances are allowed in order to accommodate some time-off policies. It is the user's responsibility to adhere to the company's policies.
- ❑ As users have manual control over used & available balances, **clients (you) are responsible for the accuracy of the time-off data in the system***.
 - * Failing to receive processed payrolls before transmitting files will result in the available & used fields for all time-off benefit accrual codes to be incorrectly reset to pre-process values. Be sure to receive your files!
- ❑ Since no computer system can accommodate every scenario it may not be possible for Millennium to correctly track your particular time-off policies.
- ❑ Millennium utilizes **months of service** (not years) calculated **to the current check date**. This is calculated from hire date unless there is a) an adjusted seniority date on the Dept/Pos tab or b) an adjusted LOS (length of service) date for the benefit code on the Time Off tab.

Please provide the following information:

company name: _____

company number(s): _____

contact / responsible: _____

contact phone: _____

contact e-mail: _____

authorization signature : _____

date: _____

Benefit Accrual / Time Off Setup

• You must complete a separate form for each individual policy you wish to use. •

company: _____ policy/code: _____

Step 1: Category/ Description & Eligibility

- | | | | | |
|---|---|--------------------------------|--|--|
| <input type="checkbox"/> Vacation | eligible employees (indicate all that apply): | <input type="radio"/> Salaried | <input type="radio"/> Full-Time Hourly | <input type="radio"/> Part-Time Hourly |
| <input type="checkbox"/> PTO | | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="checkbox"/> Sick | | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="checkbox"/> Floating Holiday | | <input type="radio"/> _____ | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="checkbox"/> Other: _____ | | | | |

Step 2: General Questions

1. How many hours are in a standard workday? _____
2. Is there a probationary period? No Yes: How long? _____
Does time accrue during the probationary period? No Yes
3. Accrues as (check all applicable): Hours Dollars
4. What should show on paystub? Nothing Hours Available Dollars Available Both

Step 3: How often should employees accrue time?

- Per hour worked *Complete Step 4 below.*
- Every pay period: Indicate payroll frequency: _____
- Monthly... at month end at month begin (preferred)
- Annually... on calendar year end on employee's anniversary
- Other frequency: _____

Step 4: Hourly Based Accruals

Complete this section **only** if you selected "per hour worked" above.

1. Minimum number of hours during a pay period before time accrues (if any): _____
2. Maximum number of hours during a pay period time can accrue on (if any): _____
3. Indicate **all earnings codes** the benefit **accrues** on (refer to your Earnings Tab in Company Setup):

<input type="radio"/> 1: Salary	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> 2: Regular Hours	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> 3: Overtime Hours	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> V / VM: Vacation / Memo	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> S / SM: Sick / Memo	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> _____

Step 5: Reduction Codes

Hours are moved from an employee's Available Balance to Used when they are paid benefit time. New codes may be required especially in instances where a Memo type code is needed so that hours are tracked but not actually paid. Indicate **all Earnings Codes** that will **reduce** the available balance:

- PTO _____ _____ _____
- PTOM (PTO Memo) _____ _____ _____

