



AllPay is capable of tracking a variety of accrued time-off benefits such as personal/paid time off (PTO), vacation, sick pay, and the like. The system is highly customizable, and is capable of accommodating most basic accrual policies. More complex policies, however, may not be possible within the confines of the system. Should this be the case, you may consider using only the time reduction capability and importing accrual balances calculated by an external software or spreadsheet.

Please keep in mind the following regarding benefit accruals:

- ❑ Accruals require processing & storage that result in additional service charges. Please consult your sales representative for setup, maintenance and **processing 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).
- ❑ **The system will not prevent employees from using more hours than they have available.** Negative available balances must be allowed in order to accommodate some time-off policies. It is your responsibility to adhere to company policies when paying out time.
- ❑ AllPay users have total control over used & available balance fields. As such, **client users (you) are responsible for the accuracy of the time-off balances in the system.**
- ❑ The Accruals routines (accruing, reducing, clearing) run on a per-process basis. Activity on previous payrolls is not considered. As such, Available Dollars will not reflect changes in an employee's base rate and should not be used for liability reporting.
- ❑ AllPay uses **months of service** (not years) calculated **based on the current check date**. This is calculated from the employee's **hire date** *unless* they have a **rehire date** or there is an Adjusted LOS (length of service) override for the benefit code on the Time Off tab.
- ❑ Since no computer system can accommodate every scenario it may not be possible to accrue time in accordance with your company's policies. The system can still track usage (reduce available hours as they are paid out) against available balances provided manually.
- ❑ You may wish to include a copy of your benefit policy along with your setup forms.

Please provide the following information:

**company name:** \_\_\_\_\_

**company number(s):** \_\_\_\_\_

**contact / responsible:** \_\_\_\_\_

**contact phone:** \_\_\_\_\_

**contact e-mail:** \_\_\_\_\_

**authorization signature :** \_\_\_\_\_ *required*

**date:** \_\_\_\_\_

# Benefit Accrual / Time Off Setup

# Frequency Based Accruals

• You must complete a separate form for each individual policy / rate table •

company: \_\_\_\_\_ policy/code: \_\_\_\_\_

## Step 1: Classification / Description & Eligibility

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

## Step 2: General Questions

1. How many hours are in a standard workday? \_\_\_\_\_ (Usually 8)
2. Is there a probationary period?  No  Yes: How long? \_\_\_\_\_  
Does time accrue during the probationary period?  No  Yes
3. What should show on paystubs?  Nothing  Hours Available

## Step 3: How often do employees accrue time?

- Every pay period\*... Indicate payroll frequency: \_\_\_\_\_ *\*recommended*
- Monthly...  at month end  at month begin (preferred)
- Annually...  on calendar year end  on employee's anniversary
- Other frequency: \_\_\_\_\_

## Step 4: What reduces the Available Hours balance?

Hours are moved from an employee's **Available Hours** Balance to their **Used Hours** Balance whenever they are paid benefit time. This move is driven by specific earning codes (E-PTO, for example). New codes may be required especially in instances where a Memo type code is desired for salaried employees so that hours are tracked but not actually paid.

Note that when using a Memo type code to pay benefit time to salaried employees their default hours do not change. A salaried employee with 80 default hours who is being paid one day of vacation will show 80 Salary hours and 8 hours Vacation Memo.

Unless directed otherwise, non-Memo type codes will be set to **reduce autopay**. Using a non-Memo code that reduces autopay to pay a salaried employee for one day of vacation will result in their default hours of 80 being **reduced** to 72 by the 8 hours of Vacation. This maintains the 80-hour total on the paycheck. When using this method the Salary earnings code and Vacation earnings codes must be added together when reporting "total hours" for the employee.

Indicate **all Earnings Codes** that will **reduce** the Available Hours balance (existing *or* to be added):

- |                                    |  |                             |                             |
|------------------------------------|--|-----------------------------|-----------------------------|
| <input type="radio"/> PTO          | <input type="radio"/> PTOM (PTO Memo)    | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> V (Vacation) | <input type="radio"/> VM (Vacation Memo) | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> S (Sick)     | <input type="radio"/> SM (Sick Memo)     | <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> S (Sick)     | <input type="radio"/> SM (Sick Memo)     | <input type="radio"/> _____ | <input type="radio"/> _____ |

