

## Benefit Accruals

Does the complexity of your company's employee benefit policies make tracking and accountability impossible?

With complex time-off policies, the goal is to apply employee paid time off and leave rules accurately, consistently and cost-effectively. Attendance Enterprise Benefit Accruals module automatically calculates virtually any series of conditions and rules for accumulating benefit time. Accrual rates and tracking can vary based on job position, seniority, employment status, or a variety of other conditions.

Last Name		First Name		ID	Badge Location		Depart
Adams, Kathy (L1, CASHIER, S2)				178	178 L1		CASH
Worked Hours	Scheduled Hours	Regular 1					
1715:42	1645:30	1715:42					
Vacation activity from 01/01/11 to 12/31/11 (earliest adjustment date is Jun-7-2004)							
Date		Credit	Debit Balance				
01/01/11	Balance In		138:00				
01/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8:00	146:00				
02/14/11	Debit 40:00 from benefit balance		40:00	106:00			
02/29/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8:00	114:00				
03/25/11	Debit 6:00 from benefit balance		6:00	108:00			
03/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8:00	116:00				
06/15/11	Planned Absence		8:00	108:00			

Benefit accruals automate and track employee benefit accumulation and usage.

Employee Benefit Balances					
Last 12 Months (FMLA) (02/16/10 to 02/15/11)					
Employee	ID Number	Badge	Pay Class		
Abbott, Bobby	10	10	Hourly 40		
Date	Type	Sick	Vacation		
02/16/10	Balance In	40:00	45:47		
02/16/11	Balance Out	40:00	45:47		
Browning, Jim	6	6	Hourly 40		
Date	Type	Sick	Vacation		
02/16/10	Balance In	17:16	64:00		
02/16/11	Balance Out	9:16	64:00		
Chen, Harry	16	16	Hourly 40		
Date	Type	Sick	Vacation		
02/16/10	Balance In	40:00	107:00		
02/16/11	Balance Out	40:00	107:00		

Robust reporting lets supervisors review accrued benefits.

### Immediate Return

Organizations that automate benefit accruals with Attendance Enterprise achieve the following results immediately:

- **Improved Productivity and Accuracy.** A configurable engine calculates company-defined leave rules automating all record keeping. Accuracy increases by eliminating error-prone manual calculations.
- **Customized Calculations.** Attendance Enterprise addresses even the most complex set of benefit accrual conditions — no matter the variety of policies.
- **Real-Time Tracking.** Benefit balances are available for each day of employment, letting organizations deliver real-time balances to managers and employees.
- **Increased Flexibility.** Benefits, accrual rates and tracking can vary based on job position, seniority, or employment status, and by other groupings. Accrual rates can also be based on employee activity such as worked hours, scheduled hours, or unscheduled shifts. Organizations can automate maximum accrual amounts, yearly carryover, and borrowing benefits.
- **Robust Reporting.** Attendance Enterprise reporting tools let organizations retrieve and analyze leave-related employee data — showing instantly which employees have high or low leave balances. Employee Self Service empowers employees with instant access to available leave time balances.



## Stay in Compliance

Benefit Accruals automate the calculation, validation, and granting of leave time available to the employee. It improves compliance with corporate policies and bargaining agreements and minimizes an organization's exposure to leave liability and employee grievances. Benefit Accruals also consistently tracks FMLA and other mandated leave policies.

The screenshot shows a user interface for an employee named Christine Allen. The top navigation bar includes tabs for Request Day Off, Request Partial Day Off, Request Multiple Days Off, Leave a Message, Activity, Time Card, Schedules, Personal, Benefits, Archives, and Messages. The 'Benefits' tab is active, displaying a table of vacation activity from 01/01/10 to 12/31/11. The table has columns for Date, Description, Credit, Debit, and Balance.

Date	Description	Credit	Debit	Balance
01/01/10	Balance In			0.00
02/13/11	Adjust benefit balance by 80.00		80.00	80.00
02/21/11	Planned Absence	8.00		72.00

Employees can efficiently review benefit balances and time off using Employee Self Service.

## Automate Your Rules, Your Way

### Activity-Based Benefit Accruals

The Benefit Accruals module automatically adds vacation, sick time, paid time off (PTO), and other types of leave time to an employee's account. Time off is accrued based on an employee's job, schedule, or other complex factors:

- Union membership
- Multiple job classifications
- Scheduled hours on the job
- Unscheduled hours on the job
- Work patterns

### Seniority-Based Benefit Accruals

- Accumulate time based on length of service. For example, employees with up to five years' seniority get two weeks of vacation each year. After five years, employees receive three weeks of vacation, and after 10 years, employees receive four weeks of vacation.
- Credit leave time according to your rules: on employee anniversary dates, on the first of the year, incrementally each month, and so on.
- Use different accrual rates for different groups of employees. For example, part-time employees automatically receive less vacation than full-time employees.

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