

Attendance – Testing Accruals

Summary:

Test your accrual plans

Problem / Goal:

Evaluate your accrual settings to determine whether they are set correctly

Solution:

Once you have set up your accrual plans and have assigned them to all employees, you can run a test of how they will accrue into the future.

Important Note: If you have any employees who should not receive a particular type of Time Off, you must assign a “None” plan to them. As in: How much vacation does Bob get? **None.** If you do not have a “None” plan, you will need to create one. When you create it, ensure it has only one level that runs from month zero up to month 9999 and that the rest of the columns (hours/days per month/year, Max Annual Earn, Max Annual Carry and Max Balance Allowed) are set to zero. Every person “MUST” have some plan assigned to each absence category or else no one’s Time Off will accrue.

To test your accruals, follow these steps:

1. Click **File > Maintenance > Remove Transactions**. When the pop-up window opens, check the **Last Accrual Date**. It should be the date just before the date when you want accruals to begin. If it is not, enter a **Begin Date** of the date when you want accruals to begin. Then close the pop-up window.
2. Click **File > Maintenance > Perform Accruals**.
3. When the pop-up window opens, click on **Custom Date**. The **Accrue Through Date** field will become active.
4. Enter the date when your Time-Off set is to accrue for the first time. If you plan to accrue more often than just yearly, we recommend entering a date that will go past the point where Time Off will have accrued several times.
Example: If you accrue monthly starting in January of next year, enter a date in April so you will see January, February, March and April accruals.
5. Click on **Run Accruals** and then, rather than clicking on **Preview**, click **Post**. You always can remove the accruals after verifying they will accrue properly. After you post, close out of the pop-up window.
6. To verify the results, find an individual whose time you want to check and then click **Transactions** over on the left. The Transactions screen will open on the right. Click the appropriate tab along the top to check **Vacation, Sick, Personal**, etc. All of the accruals that will have occurred through the **End Date** you entered earlier will display.

Note: Any codes that were entered onto the calendar for the person being checked also will show up as **Time Used**. If you entered absence codes onto the calendar that deduct time beyond the date through which you have just accrued, the balance will include those deductions now.

Verify that the plans will accrue on the future dates you “expect” them to accrue and in the amounts that you expect them to accrue.

If your plans accrued properly but the balance is too high, check to see whether you entered an Initial balance on top of what you told the program to accrue. You may need to delete the Initial Balance Earned that you entered manually.

To do so, click **Category Assignments** on the left; browse to the name of the employee, and then click the amount entered under **Initial Balance Earned** on the right, press your **Delete** key on your keyboard and click **Save**.

IMPORTANT!

To remove future accruals, click **File, Maintenance, Remove Transactions**. Enter today’s date as the Begin Date and enter an End Date of however far out into the future you just accrued. This will remove all accruals from today out to that future date. After that, the accruals will resume automatically, based on the way your plans are designed to work.

Document URL:

Document for: Internal
 Public

Knowledgebase ID:

Published: 30-Dec-09
Updated: 13-Apr-10
Product: Gradience Attendance Professional/Enterprise

Product Version(s): 10, 11

Categories: