

# PTO Setup/Accrual

*Users Guide – v6.70.00 +*



## General

The Paid Time Off (PTO) Rules is used to set up the number of hours to accrue or replace each employee's vacation, sick and personal time. The rules are setup by years of employment so that changes to the accrual or replace amount will happen automatically as the employees reach milestone anniversaries with the agency.

## Settings

### Time Category Maintenance

- Define which time categories will be tied to the different types of PTO. Default options are sick, personal and vacation. The description of these types can be changed in Time Category Type Maintenance.

Time Category Maintenance

	Code	Description	Type	Is Inactive
*	Click here to add a new row			
	adm	Administrative		<input type="checkbox"/>
	agency	Agency Time		<input type="checkbox"/>
	collect	Collections		<input type="checkbox"/>
	dr	Doctor Appointment	Sick	<input type="checkbox"/>
	jury	Jury Duty		<input type="checkbox"/>
	payables	Accounts Payables		<input type="checkbox"/>
	personal	Personal	Personal	<input type="checkbox"/>
	receipts	Entering Cash Receipts		<input type="checkbox"/>
	sick	Sick Leave	Sick	<input type="checkbox"/>
	train	Training		<input type="checkbox"/>
▶	vacation	Vacation	Vacation	<input type="checkbox"/>

### PTO Rules Maintenance

- PTO rules are created to specify how many hours should be accrued or replaced.
  - PTO rules can be broad to include multiple employees or specific per employee.

**TIP:** Set up a broad rule that could apply to most employees and set it as the default. Then setup more specific rules and apply them to employees that are exceptions to the default.

Name: **Vacation**

PTO Type  
 Vacation     Sick     Personal

Action  
 Accrue     Replace

Options  
 Default Rule for PTO Type?  
 Qualify a Partial Month As Whole?

	Hours To Apply	Min Years	Max Hours	Is Inactive
@				<input type="checkbox"/>
	7.000	0	84.000	<input type="checkbox"/>
	8.000	2	100.000	<input type="checkbox"/>
	9.000	5	110.000	<input type="checkbox"/>
	10.000	10	150.000	<input type="checkbox"/>

- Definitions
  - Accrue – Adding the hours to apply to the current PTO balance each month.
  - Replace – Replacing the current PTO balance with the hours to apply. This is typically done on an annual basis.
  - Default Rule for PTO type? – If checked, all employees’ hours for the PTO type indicated will be updated based on this rule unless another rule is specified in employee maintenance.
  - Qualify a Partial Month as Whole? – Partial month of employment will be considered as a full month and will accrue an entire month of PTO time. If the option is not selected, a partial month of employment will not be included in the accrual calculation and no PTO time will accrue.
  - Hours to Apply - Enter the number of hours to add to or replace the employee's PTO each time the accrual/replace update is run.
  - Min Years - Enter the minimum number of years someone needs to be employed to receive the hours to apply. The number of years is based on the employee’s employment date in the Employee maintenance application.
  - Max Hours - Enter the maximum number of hours that the employee can accumulate.
    - The system will not allow the automatic accrual once the balance of hours (accrual less time taken) reaches this number.
    - If your agency allows carryover of unused vacation time, make sure that the max hours will be greater than the hours that are carried over plus the current year accrual.

**Employee Maintenance**

- Apply PTO Rules in employee maintenance that is the exception to the ‘default rule’ as selected in the PTO Rules.

Vacation/Sick/Personal Time

	PTO Type	Date From	Date To	Hours Allowed	Time Rule
▶	Vacation	1/1/2015	12/31/2015	90.000	Employees
	Sick	1/1/2015	12/31/2015	40.000	[None]
	Personal	1/1/2015	12/31/2015	16.000	[None]

- Hours allowed – This will display the amount of hours that are “replaced” or have been “accrued”. There are two options for PTO reporting.

**Option 1:** If the reporting begins at the employee start date or an arbitrary starting date and only the ‘To’ date changes each year, there is no need to adjust the hours allowed at a future date.

**Option 2:** If the reporting is on a yearly basis and the ‘From’ and ‘To’ date get are to be updated each year, the beginning balance will need to be updated with carryover hours from the previous year.

**Employee Update**

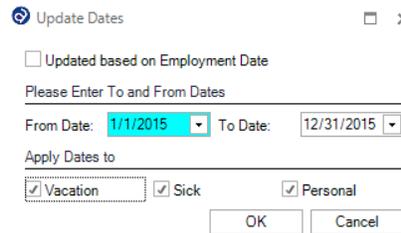
- Import Hours – Used to update the existing Hours Allowed and ‘From’ and ‘To’ dates for personal, sick and vacation time.

TIP: This is an efficient way to modify the hours allowed fields for companies that will need to update each year. See option 2 above.

- The import file must be a .csv file. Including commas will cause the file not to import.

For rules and file specifications, see the help documentation.

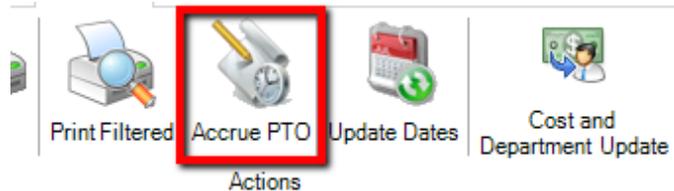
- From and To Dates – Represent the year that the PTO accruals are being included. This can be based on a calendar year, an employment year or all time since employment date or other start date. The dates will be updated for all employees. The dates are updated by running the “Update Dates” process.



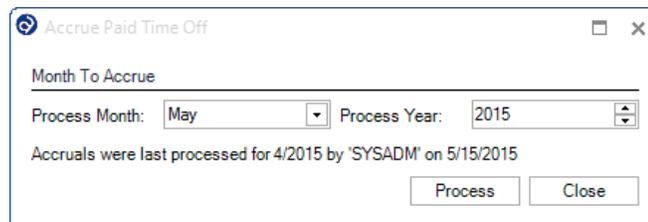
The dates can also be changed manually in Employee Maintenance or Employee Update.

## Processing

- Accruing or Replacing PTO hours manually. This process will need to be repeated every month.
  - In Maintenance>Employee Update, click on the Accrue PTO icon at the top of the screen.



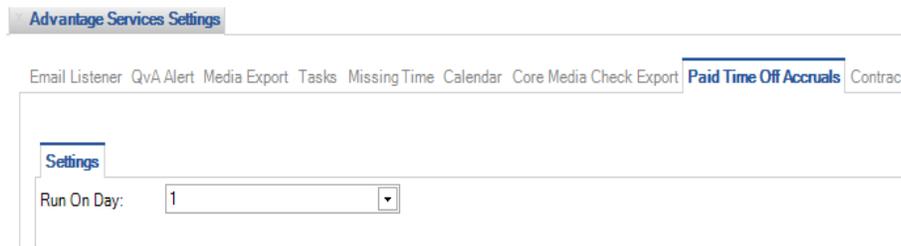
- In the popup window, select the month and year where the accrual process needs to be run. Once it's been run, it will default to the next subsequent month.



- Click on the process button and the hours for each employee will be accrued or replaced based on their assigned PTO rule or the default rule.
- Automatically accrue PTO hours
  - Install Advantage Services on your server, if it isn't already. It is part of your Advantage package. It is located in your Advan directory under Advantage Services. Contact our Tech Support department for assistance with this step.

Name	Date modified	Type
Advantage Forms	6/4/2015 5:06 PM	File folder
Advantage Services	6/4/2015 5:09 PM	File folder
Axis2	6/4/2015 5:06 PM	File folder
Calendar Interfaces	6/4/2015 5:09 PM	File folder
drivers	6/4/2015 5:06 PM	File folder
Microsoft.VC80.CRT	6/4/2015 5:06 PM	File folder
Microsoft.VC80.MFC	6/4/2015 5:06 PM	File folder
msbin	6/4/2015 5:12 PM	File folder
qrp	6/4/2015 5:06 PM	File folder
Release Notes	6/4/2015 5:13 PM	File folder
reports	6/19/2015 3:09 PM	File folder

- Once installed, you can set up the program to automatically accrue your PTO hours on the day selected (1-28).



## Importing Paid Time Off

PTO records can be imported from a .csv or .txt file to create or cancel entries for time off in the Webvantage Calendar and in the Advantage/Webvantage Timesheet.

- The employee, date and time category must match to be able to cancel existing PTO records.
- The PTO Import can also be run using Advantage Services - Imports. The service will automatically create a batch that can be accessed in PTO Import Staging. That batch will need to be manually reviewed, corrected if needed and imported.

For rules and file specifications, see the help documentation.

## Reporting

- Indirect Time Report (located in Webvantage>Employee>Reports)
  - The Indirect Time Report displays all types of Non-Productive time that has been entered on the timesheet for selected employees.
  - The report lists hours available, hours used and the variance (balance) remaining for Personal, Sick and Vacation time.
    - Dates are dependent upon the reporting option selected. Once the option is determined, the dates can be updated through the Update Dates process in Employee Update or manually changed through Employee Maintenance. The date range controls which entries are included as part of the hours used column.
      - Option 1: The From date is kept the same and the To date is updated to the current year.
      - Option 2: The From and To dates are updated to the current year.
    - Hours available pulls the hours allowed field on the Time-Tracking tab of Employee Maintenance.
    - Hours used displays timesheet entry against personal, sick and vacation time categories.
  - All other types of Non-Productive time display only the hours used based on timesheet entry.

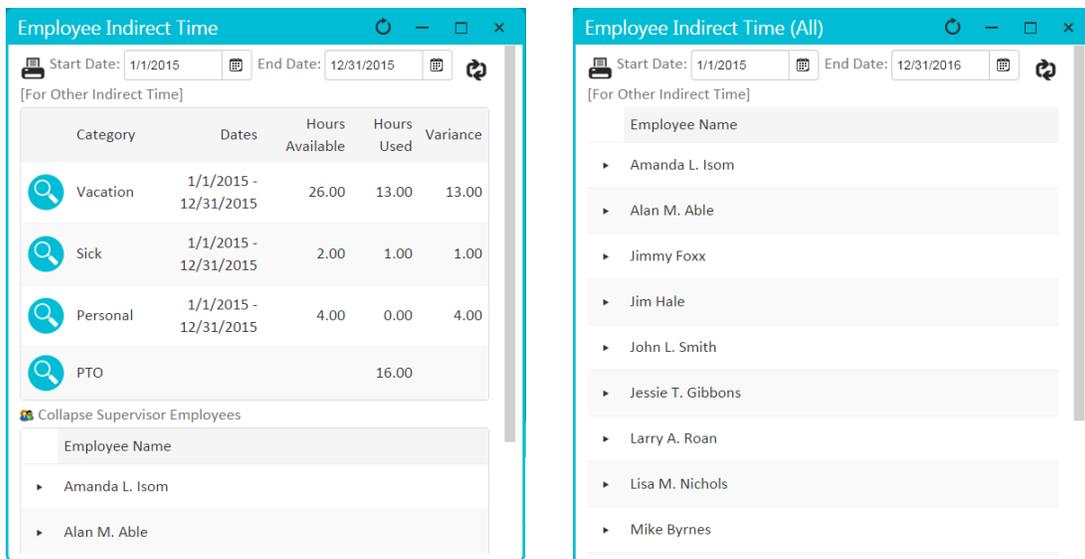
### Employee Indirect Time

6/12/2015

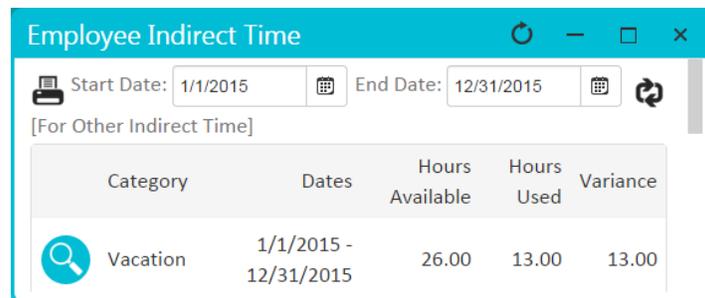
Description	Dates	Hours Available	Hours Used	Variance
Office: Indianapolis				
Employee: ama - Alan M. Able				
Personal	1/1/2015 - 12/31/2015	16.00	0.00	16.00
PTO	1/1/2015 - 12/31/2015	90.00	6.00	84.00
Sick	1/1/2015 - 12/31/2015	40.00	0.00	40.00
Admin			2.00	
Agency			1.00	

- Employee Indirect Time desktop object
  - The Employee Indirect Time desktop object displays all types of Non-Productive time that has been entered on the timesheet for selected employees.

- Click the Magnifying glass to view the actual hours/days used for that category.
  - The report lists hours available, hours used and the variance (balance) remaining for Personal, Sick and Vacation time.
    - Dates are dependent upon the reporting option selected. Once the option is determined, the dates can be updated through the Update Dates process in Employee Update or manually changed through Employee Maintenance. The date range controls which entries are included as part of the hours used column.
      - Option 1: The From date is kept the same and the To date is updated to the current year.
      - Option 2: The From and To dates are updated to the current year.
    - Hours available pulls the hours allowed field on the Time-Tracking tab of Employee Maintenance.
    - Hours used displays timesheet entry against personal, sick and vacation time categories.
  - All other types of Non-Productive time display only the hours used based on timesheet entry.
    - The Start and End date in the object control which entries of other Non-Productive time to include in the hours used column.
    - Supervisors also have the ability to see indirect time for employees that they supervise.
    - Access to employee indirect time (All) can be given to whoever may need it, such as HR personnel.



**NOTE: The Indirect Time desktop objects will only display PTO categories where a From and To date or Hours Allowed have been entered.**



- Vac/Sick Time query
  - The Vac/Sick Time query shows the hours available for vacation, sick and personal time and the hours taken.
    - Dates are dependent upon the reporting option selected. Once the option is determined, the dates can be updated through the Update Dates process in Employee Update or manually changed

through Employee Maintenance. The date range controls which entries are included as part of the hours used column.

- Option 1: The From date is kept the same and the To date is updated to the current year.
  - Option 2: The From and To dates are updated to the current year.
- Employees visible in the query can be limited in the Employees tab in user setup in Security>Setup>User.
  - The query can be exported by clicking File>Save As and selecting either .csv or .txt.

Emp Code	Full Name	Vac Hours	Vac Remaining	Sick Hours	Sick Remaining	Pers Hours	Pers Remaining	Vacation From Date	Vacation To Date	Sick From Date	Sick To Date	Pers From Date	Pers To Date
ama	Able, Alan	90.00	84.00	40.00	40.00	16.00	16.00	1/1/2015	12/31/2015	1/1/2015	12/31/2015	1/1/2015	12/31/2015