



## Accrual/Carryover Routine

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When accrual time balances (e.g. Sick, Vacation, etc.) are tracked on the MCSJ system, the Accrual/Carryover Routine can be used at the end of the attendance year to roll or cancel unused days/hours to the new attendance year and automatically accrue new time. In order to utilize this routine, employees must be assigned an Accrual/Carryover Id that defines how to handle the employee's available balances and how much time they should receive in the new year. This documentation will cover how to set-up Accrual/Carryover Id's, how to automatically assign them to your employees, and how to run the automated Accrual/Carryover routine.



*Note: If you plan to manually adjust time balances for your employees, simply skip to the end of these instructions and run the Automated Accrual/Carryover Routine. This will simply roll the Attendance year in the system to the new year and update the employee's YTD used figures.*

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### *Accrual/Carryover Maintenance*

The Accrual/Carryover Maintenance is used to define the various ways that an employee's unused time balances are handled at year end and also how much time they should accrue in the new attendance year. Id's with an effective date are established for each unique set of rules that may apply to your employees. The Id's must be assigned to your employees in order for the Accrual/Carryover Routine to automatically roll and accrue their time balances.

For example, maybe Police officers are allowed to carryover their Sick and Vacation time and accrue "x" number of hours based on years of service. Administrative staff may have a cap on the number of sick hours they can carryover from a previous year and may accrue hours on a per pay basis for varying years of service categories. In this case, each group would be assigned a different Accrual/Carryover Id so that the automated Accrual/Carryover Routine will roll and accrue their time balances accordingly.

Select **Personnel>Maintenances>Accrual/Carryover Maintenance**.

## Accrual/Carryover Maintenance

Accrual/Carryover Maintenance

Add Save Cancel Delete << >>

Accrual/Carryover Id: POLICE ... Police ...

Effective Date: 01/01/10

Vacation Sick Admin Comp Other

Accrual

How is Accrual Done: Hrs Per Pay

How is Amt Determined: Years of Service

Yrs >= Hours

0	.00
0	.00
0	.00
0	.00
0	.00
0	.00

Date to Use: Hire Date

Round: Up

Include Yrs of Service Credit:

Carryover

Carryover Allowed: 100.00 Prc

Max Carryover Lifetime (99999 for unlimited): 99,999.00

Move to Pay Type: N/A

Figure 1-1

*You may Tab, Enter, or Click between fields in this screen.*

Use the appropriate toolbar button to add, edit or delete an Accrual/Carryover Id. The << and >> buttons can be used to scroll between existing records. Existing records can be retrieved using the picklists <F3> in the **Accrual/Carryover Id / Desc** fields. When selecting a record, take note of the **Effective Date** to ensure the correct record has been selected. Click **Save** to finalize changes after adding or editing a record.



**Note:** An effective date must be specified for each Accrual/Carryover Id. If the rules for a group of employees change, add the same Id with a new effective date instead of just editing the old record. The automated Accrual/Carryover Routine will utilize the record with an effective date closest but not greater to the carryover date.



**Note:** Accrual/Carryover Id's cannot be deleted if they are assigned to an employee.



**Note:** Accrual and Carryover instructions must be specified for each Pay Type (e.g. Sick, Vacation) that accrues time. Be sure to complete each applicable Pay Type tab on the above maintenance screen.

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## Accrual/Carryover Maintenance

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### Accrual

Use these fields to specify the accrual instructions for each applicable pay type (e.g. Sick, Vacation, etc.).

Yrs >=	Hours
1	8
5	40
8	60
0	.00
0	.00
0	.00

Figure 1-2

*You may Tab, Enter, or Click between fields in this screen.*

#### How is Accrual Done -

*Lump Sum* - Hours/Days are given as lump sum amount to start the attendance year.

*Hrs Per Pay* - Hours are accrued based on time worked (e.g. monthly, bi-weekly, etc.)

*None* - No hours/days are automatically accrued.

#### How is Amt Determined -

*Years of Service* - Hours/Days are accrued differently based on an employee's years of service.

*Flat Amount* - All employees assigned to this group accrue the same number of hours/days.

**Yrs >=** - Years of service ranges can be specified when enabled. Use the **Date to Use** combo box to calculate years of service based on a *Hire Date* or *Curr Pos Date (Current Position Start Date)*. Tell the system whether to round an employee's years of service up or down when comparing it to the service year ranges. If additional years of service credit (specified on Employee Maintenance *Dates* tab) should be added to an employee's total calculated years of service, check **Include Yrs of Service Credit**.

**Accrued Hours/Days** - Enter the accrued hours/days next to the appropriate service year category or in the 1st field when a *Flat Amount* accrual was previously selected.

# Accrual/Carryover Maintenance



*Note: Only H/R Integrated w/ PR and Payroll Only users will have the Hours/Days combo box option. When Days is selected, an employee's accrued days will be converted to hours based on their standard hours per day (Hours Id).*

## Carryover

Use these fields to specify the carryover instructions for each applicable pay type (e.g. Sick, Vacation, etc.).

Figure 1-3

*You may Tab, Enter, or Click between fields in this screen.*

**Carryover Allowed** - Enter a flat amount of available hours to roll or enter a percentage of the available hours to roll. Specify whether a percentage (*Prc*) or flat amount (*Hours*) has been entered.

**Max Carryover Lifetime** - This field can be used to limit the total number of carryover hours that can accumulate for an employee. For example, an employee has 147 vacation hours in carryover at the current time. They have 5 unused YTD accrued vacation hours for the year. The employee can carryover 100% of their vacation hours. However, an organization may have a 150 hour cap on the total number of lifetime carryover hours that may accrue. Therefore, 150 could be entered as the **Max Carryover Lifetime** and only 3 of the employees unused vacation hours will be permitted to roll. The other 2 hours will be lost.

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## Assign Accrual/Carryover Id's to Employees

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*Note: Leave 99999 in the Max Carryover Lifetime field if no limit exists on the number of carryover hours that may accrue.*

**Move to Pay Type** - This field may be used to move one type of hours to another category of hours. For example, all unused comp days can be moved to sick days. Use the drop down arrow to select the new type of hours. Select *N/A* if the hours should not be moved to a new category.

Click **Save** to finalize any changes.



*Note: Be sure to complete accrual and carryover rules for each applicable Pay Type tab on the above maintenance screen.*

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## Assign Accrual/Carryover Id's to Employees

The MCSJ Special Routines program offers a routine that will automatically assign Accrual/Carryover Id's to your employees. The routine can assign selected Id's based on an employee's union, position, department, employee type (hourly, salaried), and/or pay group category (part-time, seasonal, etc.).



*Note: This routine is located in the Special Routines program. If you do not have a desktop icon for this program or lack the necessary security clearance, please contact an E&A representative.*



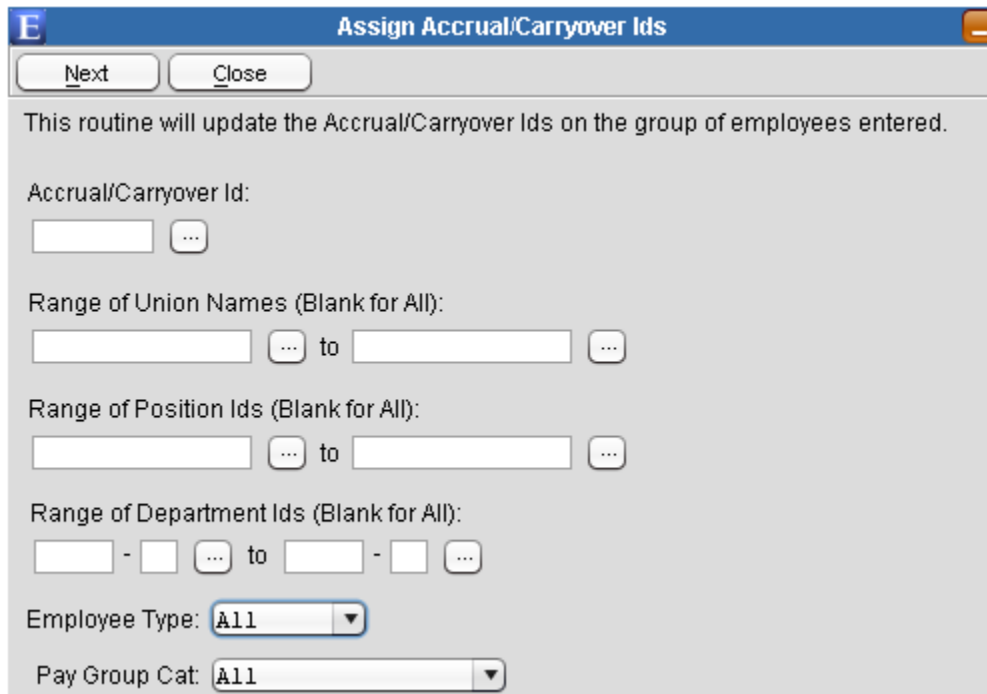
*Note: Accrual/Carryover Id's can always be manually assigned to employees on the Employee Maintenance Hrs tab.*

In the Special Routines program, select **Personnel>Assign Accrual/Carryover Id's**.

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## Automated Carryover/Accrual Routine

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**Figure 1-4**

*You may Tab, Enter, or Click between fields in this screen.*

**Accrual/Carryover Id** - Use the picklist to select an Accrual/Carryover Id.

Use any combination of the various ranges to identify the group of employees that should have the specified Accrual/Carryover Id.

Click **Next** to assign the Id to each employee in the group. A report will be displayed to show what employees were updated.

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## *Automated Carryover/Accrual Routine*

This routine will roll available time balances and establish new year accrual balances for all employees with an Accrual/Carryover Id. It will also change the **Used Begin and End Date** range in the Personnel Parameter Maintenance to the new attendance year.



***Note:** HR Segregated and HR Only users should run this routine after all attendance has been entered for the current attendance year.*



***Note:** Payroll Only and HR Integrated w/ PR users should not run this routine until after all prior year attendance has been processed on a payroll check. Depending on your pay periods, this could include the 1st payroll of the new year.*

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## Automated Carryover/Accrual Routine

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*Note: Employees without an Accrual/Carryover Id will not be included in the routine. After the routine, their carryover balance will reflect their prior year ending balance. YTD Accrued will become zero and Hrs Per Pay will remain as is.*



*Note: The Personnel module must be locked to update this routine. However, the routine may be previewed prior to locking users out of the module.*

Select System Utilities>Personnel End of Year>Automated Accrual/Carryover Routine.

**E** Automated Carryover/Accrual Routine

Next Close Verify Preview

WARNING: All Payroll Checks must be updated for the year. You should have a back-up of the database and a hard copy of each employee's balances before running this routine.

Carryover Date: 01/01/11

Sort Seq: Dept Id/Accrual Id/Employee Name

Page Break on Department: Dept Id/Accrual Id/Employee Name

Accrual Id/Employee Name

Figure 1-5

**Carryover Date** - This field is not editable. It will default to the day after the attendance year **End Date** stored in Personnel Parameter Maintenance.

Choose a sort sequence for the preview and verification reports.

**Preview** - Clicking this button will produce a preview report displaying how each employee's available time will be handled during the rollover and how much time they will accrue for the new attendance year. The report will also display any employees without an Accrual/Carryover Id and any employees with warnings. This report should be reviewed thoroughly before updating the routine.

**Verify** - The verification listing **MUST** be printed in order to update the routine. The verification listing is identical to the preview report. In order to print the report, the Personnel module **MUST** be locked.



*Note: If you have already reviewed and printed the Preview report, the verification listing can be printed to file in order to avoid having to print it to paper.*

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## Automated Carryover/Accrual Routine

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Click Next to run the routine.



***Note: A reference number will be displayed when this routine is finished. This number can be used to reverse the results of this routine. HR Integrated w/ PR and PR Only users can use the Reverse Accrual/Carryover Routine (located in Special Routines program). HR Segregated and HR Only users can use the Delete Attendance by Ref Num Routine (also located in Special Routines program).***