Insperity®

Accruals – User Guide

Reference Guide for Time & Attendance Users

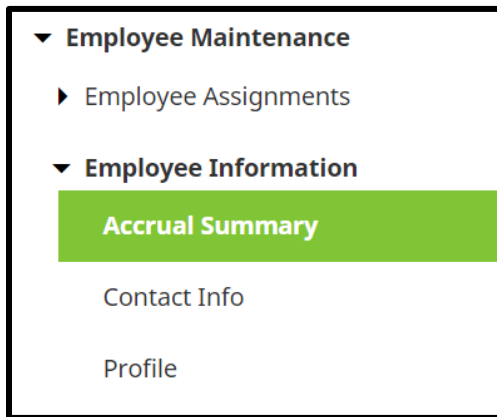# Contents

Introduction

Time and Attendance can transfer accrual balance information from a separate application or calculate accrual data within the system based on established eligibility rules. When activated, specified hours can deduct from an employee's accrual balance as the employee takes them, providing users with a real-time view of accrual information.

Navigating to the Accrual Summary Page

1. In the **Main Navigation** menu, open the **Employee Maintenance** folder.
2. Open **Employee Information** subfolder.
3. Click on the **Accrual Summary** page.

Reviewing the Accruals Page – Balances Tab

	Accrual Group	Employee Number	Employee Badge							
1	Standard Paid Time Off	3113052								

2 BALANCES TRANSACTIONS

	Period	Type	Accrued	Carry	Taken	Pending Accrued	Pending Taken	Adjust	Balance
3 ✓	01/01/2020-12/31/2020	Floating	8.000	0.000	-8.000	0.000	0.000	0.000	0.000
✓	01/01/2020-12/31/2020	Personal	16.000	0.000	-16.000	0.000	0.000	0.000	0.000

1. Summary Bar
   a. **Accrual Group** – Employee's assigned Accrual Group
   b. **Employee Number** – Employee's assigned employee number
   c. **Employee Badge** – Employee's badge number if hardware clocks are in use
2. Page Selection Tabs
   a. **Balances** – View a summary of employee balance information for each Accrual Type
   b. **Transactions** – View all accrual transaction details
3. Balances – All balance summary information for the selected employee. For definitions of each field, see the section titled "Balances Tab Definitions."

Balances Tab Definitions

Below is a list of the fields in order of which they appear that may be seen on the main Accruals page within the Balances tab. Access to these fields is dependent on each company's specific set up.

1. **Period –** Select accrual information for the previous and next accrual periods
2. **Type –** Accrual Plan Type
3. **Accrued –** Hours accrued in previous pay periods
4. **Carry –** Hours carried over from previous accrual years
5. **Taken –** Hours taken in previous pay periods
6. **Pending Accrued –** Hours set to become accrued in the current period or in future pay periods. Amounts in this column will move in to the Accrued column once the pay period in which the time is accrued is closed.
7. **Pending Taken –** Hours set to be taken in the current period or in future pay periods. Amounts in this column will move in to the Taken column once the pay period in which the time is taken is closed.
8. **Adjust –** Total manual adjustment hours
9. **Balance –** Current balance of Accrual Type

Reviewing the Accruals Page - Transactions Tab

Accrual Summary

1

Accrual Group	Employee Number	Employee Badge
Standard Paid Time Off	3113052	

2

BALANCES   **TRANSACTIONS**

3

Accrual Type

Vacation ▾

Date Range	From	To	
Current Pay Period ▾	12/06/2020	12/19/2020	**GO**

4

Trans. Type	Eff. Date	Hours	Status	Running Balance		
Taken	12/10/2020	-8.00000	Pending	90.90560	✏	📄
Accrual	12/19/2020	7.67500	Pending	98.58060	✏	📄

1. Summary Bar
    a. **Accrual Group** – Employee's assigned Accrual Group
    b. **Employee Number** – Employee's assigned employee number
    c. **Employee Badge** – Employee's badge number if hardware clocks are in use
2. Page Selection Tabs
    a. **Balances** – View a summary of employee balance information for each Accrual Type
    b. **Transactions** – View all accrual transaction details
3. Accrual Selection Detail Bar – Make selections detailed below, then click **Go**.
    a. **Accrual Type** – Select the Accrual Type
    b. **View Range** – Select the date range of transactions to display
        i. If selecting "Custom Range", the adjacent date boxes must be populated.
4. Transactions – Transaction information for the selected employee based on the settings made in the Accrual Selection Detail Bar. For definitions of each field, see the section titled "Transactions Tab Definitions."

Transactions Tab Definitions

Below is a list of the fields in order of which they appear that may be seen on the main Accruals page within the Transactions tab. Access to these fields is dependent on each company's specific set up.

1. **Trans. Type –** Type of accrual transaction

2. **Eff. Date** – Effective date of transaction
3. **Hours** – Transaction amount
4. **Status** – Indicator to note transaction's status (taken or accrued in the current period or in to the future). Transactions that are pending will be labeled as "Pending", while transactions that are no longer pending will be labeled as "Closed".
5. **Running Balance** – Running balance of Accrual Type

Adding an Accrual Adjustment

A System Administrator can manually add an accrual adjustment to an employee's accruals by following the below steps.

1. After navigating to the Accrual Summary page, move to the **Transactions** tab.
2. Click on the **Add** button.

   ADD

   The Detail View pop-up window opens.
3. Fill out the following fields:
   a. **Accrual Type** – Select the accrual plan in which to apply the transaction.
   b. **Transaction Type** – Choose the transaction type. Options include:
      i. **Manual Adjustment** – Used for all any and all types of transactions. The adjustment will display separately within the Adjust column in the main Balances tab.
      ii. **Manual Accrual** – Used to add a manual accrual adjustment. The adjustment will add in to the number under the Accrued columns in the main Balances tab.
      iii. **Manual Carryover** – Used for adding a manual carryover adjustment. The adjustment will add in to the number under the Carry column in the main Balances tab.
      iv. **Manual Taken** – Used for adding a manual taken adjustment. The adjustment will add to the number under the Taken columns in the main balances tab.
   c. **Adjustment Hours** – Enter the hours to be adjusted, accrued, carried, or taken, ensuring to use a negative number for anything that must be taken or subtracted.
   d. **Effective Date** – Select or type the date for the adjustment to become effective.
   e. **Comment** – Enter an optional comment to remain with the history of the transaction.
4. Click **Save**.

Editing an Accrual Adjustment

A System Administrator can edit a manually created accrual adjustment by following the below steps.

1. After navigating to the Accrual Summary page, move to the **Transactions** tab.
2. Click on the **pencil icon**.

   The Detail View pop-up window opens.
3. Adjust either of the following fields:
   a. **Accrual Type** – Select the accrual plan in which to apply the transaction.
   b. **Transaction Type** – Choose the transaction type. Options include:
      v. **Manual Adjustment** – Used for all any and all types of transactions. The adjustment will display separately within the Adjust column in the main Balances tab.
      vi. **Manual Accrual** – Used to add a manual accrual adjustment. The adjustment will add in to the number under the Accrued columns in the main Balances tab.
      vii. **Manual Carryover** – Used for adding a manual carryover adjustment. The adjustment will add in to the number under the Carry column in the main Balances tab.
      viii. **Manual Taken** – Used for adding a manual taken adjustment. The adjustment will add to the number under the Taken columns in the main balances tab.
   c. **Adjustment Hours** – Enter the hours to be adjusted, accrued, carried, or taken, ensuring to use a negative number for anything that must be taken or subtracted.
   d. **Effective Date** – Select or type the date for the adjustment to become effective.
   e. **Comment** – Enter an optional comment to remain with the history of the transaction.
4. Click **Save**.

Deleting an Accrual Adjustment

A System Administrator can delete a manually created accrual adjustment by following the below steps.

1. After navigating to the Accrual Summary page, move to the **Transactions** tab.
2. Click on the **trashcan icon**.

   The confirmation pop-up window opens.
3. A pop-up window opens asking to confirm the deletion as it is permeant.
4. Click **OK** to delete the transaction.
   a. Note: this may only be done for current period or future manual transactions. Transactions in the past may not be adjusted or deleted.

Frequently Asked Questions

Can I see a list of all of my transactions for the year?

The Time and Attendance system makes it easy to see a list of transactions throughout the year. This becomes very helpful when there is question about how a resulting balance was calculated. To see this list, open the **Accrual Summary** page, and move to the **Transactions** tab.

Once the Transactions tab is open, use the drop downs to select the **Accrual Type** (the Accrual Plan that you wish to review), and set the **Date Range** to the "Current Year". Then click the **GO** button.

GO

Supervisors who wish to review their employees' transactions details may follow the same steps once the employee has been selected in the main Employee drop down.

How is my balance calculated?

The number displayed in the Balance field is reached using the following calculation:

Balance = Accrued + Pending Accrued + Carry – Taken – Pending Taken +/- Adjustments

Amounts that display in the Accrued and Pending Accrued fields are dependent on company and individual employee eligibility and accrual rules.