



Unicorn HRO

Paid Time Off

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Paid Time Off Overview

Paid time off plans normally accumulate for an employee over a period of time. Usually the longer an employee works for a company the more paid time off he or she enjoys. The method a Company uses to determine the amount of paid time off each employee will have and the way in which the company tracks the use of this time vary considerably.

The following instructions are designed to give you specific examples of paid time off plans and how to set them up. Even though only four examples are demonstrated here, iCON is extremely flexible and can handle many others. However, it is possible that some plans with complex or exotic accrual rules could require a modification to iCON.

Before beginning the set up of a paid time off plan, several questions need to be answered.

1. Does the accrual of this paid time off plan happen over a Calendar year or an employee's anniversary year?
2. Do the paid time off plan hours accrue per hour worked, per pay period, or per month?
3. Will paid time off time taken be tracked by pay type or absence type?
4. If an employee does not use all his paid time off in a year will any of it carry over to the next year?
5. Are paid time off hours accrued this year available to the employee this year or next year?
6. If this is a calendar year paid time off plan are there special accrual rules for the first year?
7. If this is an anniversary year paid time off plan do you recalculate the accrued hours in the middle of a calendar year if the employee passes into a new accrual rule?
8. If the paid time off plan is earned by hours worked does he or she have to work a minimum number of hours per pay period to get any paid time off? Is there a maximum number of hours work for accrual purposes per pay period or per year?
9. Does your company have a special paid time off plan for employee birthdays?
10. Do you want the balance for this paid time off plan to print on the employees' check stubs?

Armed with the answers to these questions, you are ready to begin setting up paid time off plans in iCON.

Paid Time Off Policy Examples - I

Paid Time Off Policy: Vacation

Paid Time Off Year: Anniversary

Accrual Calculated On: Pay Period

Paid Time Off Tracking By: Hours Paid

Carry Over: One week (40 hours) per year

Accrual Provisions: Employees accrue vacation and are allowed to use it in the current year. Employees who have been employed for from 0 to 3 years accrue 80 hours or two weeks vacation each year. Those employed from 3 to 10 years accrue 120 hours (three weeks) per year. And those employed for 10 or more years accrue 160 hours (four weeks) per year. A portion of these hours is accrued each pay period. Accrual begins on the day of employment. These employees are paid bi-weekly.

Add Entitlement Policy

* = Required

Entitlement Policy:

Entitlement Group: Salaried Emp. ☒ Carry Over Option

Entitlement Type: Anniversary ☐ Recalculate Total

* Entitlement: Vacation ☐ First Year Rules Exist

* Plan Date: 01/01/2009 ☐ Prorate First Year

* Accrual Requirement: Pay Period ☒ Payroll Entitlement

Days Accrual Available:

Entitlement Formula: Standard ☐ Take Year After Accrual Period

Days Empl. Req. For Elig.:

Date Option: *no value ☐ Add Carry Over to Last Year Accrual Balance

☒ Print On Check

After selecting the appropriate Paid Time Off Group click on Add in the Anniversary Plans section to produce the page above. Select Vacation for the Paid Time Off field. The first time an anniversary plan is created use January 1 of the prior year for Plan Date. If a new plan is developed later use the actual date of the new plan for the Plan Date. Select Pay Period in the Accrual Requirement field. Always use Standard Formula for Paid Time Off Formula. Do not enter anything in the Days Employee Required for Eligibility or Date Option fields.

Check the following checkboxes:

1. Carry Over Option
2. Payroll Paid Time Off
3. Print on Check

Leave the other checkboxes unchecked.

To create the Accrual Rules for this Paid Time Off click on the Accrual Rules button after saving the Paid Time Off policy page. You will then see a page named Paid Time Off Accrual Rules. Click on the Add Annual Rule button to bring up the next page.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> years and <input type="text"/> months and the employee is scheduled for <input type="text"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text"/> hours based on <input type="text"/> Pay Period not to exceed <input type="text"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text"/> hours per year.</p>	
<div> <input type="button" value="→ submit"/> <input type="button" value="cancel ←"/> </div>	

The entries above indicate that employees with service time of from 0 to 3 years who are scheduled for 80 hours per pay period will accrue 3.077 hours vacation for each pay period. The accrual will stop at 80 hours in any given year. And if there is vacation left at the end of the employee's anniversary year up to 40 hours will automatically be carried over into the employee's next anniversary year. Any unused vacation in excess of 40 hours will be dropped when the first payroll of the employee's next anniversary year.

Notice this page has an 80-hour entry in the hours per pay period box. This entry will cause accruals to occur only those employees whose Misc. Payroll record indicates Scheduled Hours Per Pay Period of 80. This allows for different accruals for employees in the same Paid Time Off Group who have a different number of Scheduled Hours Per Pay Period. For example, part time employees could accrue half the normal rate of vacation with a separate accrual rule. This accrual rule could have an entry of 40 hours per pay period. Their Misc. Payroll record would then need to contain 40 hours in the Scheduled Hours Per Pay Period field.

If this box is left blank (or 0.000) in the accrual rule, the accrual rule will apply to all employees in this Paid Time Off group regardless of the number of hours entered in their Misc. Payroll record in the Scheduled Hours Per Pay Period field.

The 3.077 hour figure is calculated by dividing 80 hours by 26, the number of pay periods for these employees in one year. The actual number is 3.076923. Round the number to the next highest thousandth to allow employees to accrue a little extra each pay period. The accrual will stop at 80 hours. Save this page then click on the Add Annual Rules button again to create the 2nd rule.






It should look like the page below.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value="3"/> years and <input type="text" value=""/> months through <input type="text" value="10"/> years and <input type="text" value=""/> months and the employee is scheduled for <input type="text" value="80.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="4.616"/> hours based on <input type="text" value="1.000"/> Pay Period not to exceed <input type="text" value="120"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p>	
<div><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></div>	

The third rule should be entered as follows.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value="10"/> years and <input type="text" value=""/> months through <input type="text" value="99"/> years and <input type="text" value=""/> months and the employee is scheduled for <input type="text" value="80.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="6.154"/> hours based on <input type="text" value="1.000"/> Pay Period not to exceed <input type="text" value="160"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p>	
<div><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></div>	

Save the third rule and you will see the following page.

Entitlement Accrual Rules		 add annual rule
Entitlement Policy:		
Entitlement Group: Salaried Emp.	Entitlement: Vacation	
Entitlement Type: Anniversary	Plan Date: 01/01/2009	
To update, click on information in the left column.		
If the employee's scheduled hours is equal to 80, the employee will accrue the following:		
Rule #1	If length of service is up to 3 years the employee will accrue 3.077 entitlement hours based on 1 Pay Period not to exceed 80 hours within a given year Maximum carry over policy for this entitlement is 40 hours per year	 delete
Rule #2	If length of service is from 3 years through 10 years the employee will accrue 4.616 entitlement hours based on 1 Pay Period not to exceed 120 hours within a given year Maximum carry over policy for this entitlement is 40 hours per year	 delete
Rule #3	If length of service is from 10 years through 99 years the employee will accrue 6.154 entitlement hours based on 1 Pay Period not to exceed 160 hours within a given year Maximum carry over policy for this entitlement is 40 hours per year	 delete
 back		

The next step is to set up a place for iCON to store the hours accrued for this Paid Time Off. This is known as a Bucket. A bucket for the Paid Time Off must be set up for the accrual process to work properly. To create a bucket for this Paid Time Off click Back to return to the Paid Time Off Policies page. Next to the Paid Time Off you are working with, click on the Buckets button and then click on Add.

Paid Time Off Group and Paid Time Off fields will default to the Paid Time Off you are working on. The plan effective date entered earlier will also be displayed. In the sequence field enter 1. Select Vacation in the Paid Time Off Bucket Code field. Leave the other fields blank with the exception of the Maximum Balance field.

The Maximum Balance field must contain the highest number of hours that the plan can accrue in any one year plus the greatest number of hours that can be carried over. In this situation for example, 160 is the maximum number of hours that can be accrued in any one year. Forty hours can be carried over. Therefore, 200 must be entered in the Maximum Balance field.

Multiple buckets may be set up and used although this situation is uncommon. Check with your Consultant for an explanation of when you might want to use multiple buckets.

Add Entitlement Bucket

Entitlement Policy:

Entitlement Group: Salaried Emp.
Entitlement: Vacation

Entitlement Type: Anniversary
Plan Date: 01/01/2009

* = Required

* Sequence:

* Entitlement Bucket Code:

Vacation Bucket ▼

Credit Account Accrued:

Debit Account Accrued:

Credit Account Available:

Debit Account Available:

Maximum Balance:

→ submit
cancel ←

Save this page. To associate a pay type to the Paid Time Off go to Paid Time Off Pay Code Assignment. Select the Paid Time Off Group and Type Of Pay you wish to work with; click Refresh. A page similar to the following will appear.

Entitlement Pay Code Assignment + add

* = Required

*Entitlement Group:

Salaried Emp. ▼

*Type Of Pay:

Vacation ▼

refresh

To update, click on information in the left column.

Sequence	Entitlement	Entitlement Bucket Code	Action
No Data Found.			

+ add

Click on add. You will see the following.

Add Entitlement Pay Code Assignment

* = Required

Entitlement Group: Salaried Emp.

Type of Pay: Vacation

*Sequence: 1

*Entitlement: *no value

*Entitlement Bucket Code: *no value

submit cancel

Enter 1 for sequence, and Vacation in both the Paid Time Off and Paid Time Off Bucket Code fields. If you choose to track by absence, run the Paid Time Off Absence Code Assignment function instead. You will see similar pages to associate the vacation absence to the Paid Time Off.

The Paid Time Off setup is now complete. You must assign the Paid Time Off Group, in this case Salary Employees to each employee in the Work Profile function. All Paid Time Off plans defined in this group will then be assigned to the employee. In order to assign the Paid Time Off group to employees follow these steps.

1. Select the Paid Time Off group in the Work Profile function for each employee.
2. Insure that the appropriate date is in the Paid Time Off Start Date field of Work Profile. When an employee is originally added to the system, the date entered in the Original Hire date field is defaulted in the Paid Time Off Start Date field also. This is normally the correct date. Remember the accrual rules use this date.

In order to reduce the Paid Time Off balance an entry is made in the time and attendance page for the employee. If you are tracking by hours paid, you enter for example, 40 hours of Vacation Pay type. If you decide to track Paid Time Offs using absences, enter into the time and attendance page 40 hours of whatever pay type you desire and then enter the Vacation absence type.

Shown below is an example of entering data and tracking Paid Time Off plans by pay type.

William C Fulton Jr
Employee Number: 615
Job Title: Business Analyst I
Division: Charlotte
Employment Status: Active
[Click to send e-mail message to employee](#)

Add Time and Attendance - Exempt

* = Required

* Pay Period End Date:	06/15/2010	* Type of Pay:	Vacation
Organization:	organization	Cons. Group/Value Sol./Charlotte	
Hours Worked:	40	Replacement Hours:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Work Date:		Shift:	*no value
Scheduled Hours:	86.667	G/L Account:	
Type of Absence:	*no value	Rate Index:	*no value
Rate Override:		Job Class:	*no value
Rate Type:	*no value	Job Grade:	*no value
Special Rate:	*no value	State/Province:	*no value
Job Title:	Business Analyst I	Order #:	

submit cancel

This is an example of using absences. Note that Work Date is required when an Absence is selected.

William C Fulton Jr
Employee Number: 615
Job Title: Business Analyst I
Division: Charlotte
Employment Status: Active
[Click to send e-mail message to employee](#)

Add Time and Attendance - Exempt
* = Required

* Pay Period End Date:	06/15/2010	* Type of Pay:	Vacation
Organization:	organization	Cons. Group/Value Sol./Charlotte	
Hours Worked:	40	Replacement Hours:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Work Date:	06/15/2010	Shift:	*no value
Scheduled Hours:	86.667	G/L Account:	
Type of Absence:	Vacation	Rate Index:	*no value
Rate Override:		Job Class:	*no value
Rate Type:	*no value	Job Grade:	*no value
Special Rate:	*no value	State/Province:	*no value
Job Title:	Business Analyst I	Order #:	

submit cancel

The following step should only be done after the first live payroll is run in iCON. This gives iCON the opportunity to create the initial record in the Paid Time Off function. After the first payroll is complete go to the Paid Time Off function.

Luis Perez
Employee Number: 6090
Job Title: Assistant Manager
Division: Florham Pk.
Employment Status: Active

Paid Time Off + add

To update, click on information in the left column.

☐ Show Historical Data

Paid Time Off	Plan Date	Hours Accrued	Hours Used	Hours Balance	Action
Vacation	04/12/2010	3.077	0.000	3.077	view delete

+ add

Click on the Paid Time Off description to see the next page.

Luis Perez
Employee Number: 6090
Job Title: Assistant Manager
Division: Florham Pk.
Employment Status: Active

Update Paid Time Off

* = Required

Paid Time Off Group:	Salaried Emp.	Plan Date:	04/12/2010
Paid Time Off:	Vacation	Paid Time Off Bucket:	Vacation Bucket
Length of Service:	1 Yr. 5 Mo.		
Hours Accrued			
Plan year-to-date:	3.077		
Carried Over:	0.000		
Pending:	0.000		
Hours Used			
Plan year-to-date:	0.000		
Pending:	0.000		
Adjustment			
Adjusted Hours:	<input type="text" value="0.000"/>		
Balance			
Available Hours:	3.077		

If you are moving to iCON from another system, you must make an adjustment to the employee's balance. Since only one payroll has been completed this employee has accrued only 3.077 hours for the year. Make a calculation to determine how much vacation he should have at this point in his anniversary year and enter that amount in the Hours Adjusted field.

Assume 22 of the 26 payrolls in this employee's anniversary year are passed at this point. This employee should have accrued 22 x 3.077 or 67.694 hours to this point. Check now to see how much vacation this employee has actually taken this year. If for example he has taken 40 hours, subtract the 40 hours from 67.694 to get 27.694. Enter this number in the Hours Adjustment field. His record should look like this.

Paid Time Off Group:	Salaried Emp.	Plan Date:	04/12/2010
Paid Time Off:	Vacation	Paid Time Off Bucket:	Vacation Bucket
Length of Service:	1 Yr. 5 Mo.		
Hours Accrued			
Plan year-to-date:	3.077		
Carried Over:	0.000		
Pending:	0.000		
Hours Used			
Plan year-to-date:	0.000		
Pending:	0.000		
Adjustment			
Adjusted Hours:	<input type="text" value="27.694"/>		
Balance			
Available Hours:	3.077		

Payment Date	Check Date	Hours Accrued	Hours Used	Balance
Beginning Balance	(including hours carried over)			0.000
06/15/2010	06/15/2010	3.077	0.000	3.077
Pending Accrued				0.000
Pending Used				0.000
Total Adjustments				0.000
Current Balance				3.077

Save this record and this employee's remaining balance will now be accurately printed on the check stub. Each time he is paid vacation pay, the number of hours vacation pay will be deducted from his Paid Time Off balance and the new calculated remainder will be on the check stub.

Note on Adjustments:

Since adjustment hours are not actually accrued hours they are not taken into consideration by iCON when checking against the "Not to exceed (80) hours within a given year." field of the Paid Time Off rule. If the adjustment is not calculated correctly an employee may end the year with a remaining balance greater than the maximum number of hours allowed for that year.

Paid Time Off Policy Examples - II

Paid Time Off Policy: Personal Time
Paid Time Off Year: Calendar Year
Accrual Calculated On: Pay Period
Paid Time Off Tracking By: Hours Paid
Carry Over: None

Accrual Provisions: Employees accrue Personal Time at the beginning of each calendar year. All employees who have been employed prior to January 1 of any year accrue 4 days or 32 hours of Personal Time as of that January 1st. No personal time is accrued from the initial employment date to January 1st. There is no carry over provision for this Paid Time Off plan. All personal time not used by the end of the calendar year is forfeited.

Add Entitlement Policy

* = Required

Entitlement Policy:

Entitlement Group:	Salaried Emp.	<input type="checkbox"/> Carry Over Option
Entitlement Type:	Calendar	<input type="checkbox"/> Recalculate Total
* Entitlement:	Personal Time	<input checked="" type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/10	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Pay Period	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:		<input type="checkbox"/> Take Year After Accrual Period
Entitlement Formula:	Standard	<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Days Empl. Req. For Elig.:		<input checked="" type="checkbox"/> Print On Check
Date Option:	*no value	


After selecting the appropriate Paid Time Off Group click on Add in the Calendar Plans section. Select Personal Time for the Paid Time Off field. The first time a calendar plan is created use January 1 of the current year for Plan Date. If a new plan is developed later use the actual date of the new plan for the Plan Date. Select Pay Period in the Accrual Requirement field. Always use Standard Formula for Paid Time Off Formula. Do not enter anything in the Days Employee Required for Eligibility or Date Option fields.

Select the following checkboxes:



1. Payroll Paid Time Off
2. First Year Rules Exist
3. Print On Check

Leave the other checkboxes unchecked. Save this entry.

Click on the Accrual Rules button and you will see this page.

Entitlement Accrual Rules		+ add first year rule	+ add annual rule
Entitlement Policy:			
Entitlement Group: Salaried Emp.		Entitlement: Personal Time	
Entitlement Type: Calendar		Plan Date: 01/01/2010	
 back			

Click on the Add First Year Rule button. Since the policy states that no personal time will accrue from the initial hire date to the first of the calendar year we need to set up a rule for this first year showing no accrual. Enter information as follows.

Add Entitlement First Year Accrual Rule	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	
Entitlement: Personal Time	
Entitlement Type: Calendar	
Plan Date: 01/01/2010	
If an employee is hired between <input type="text" value="January"/> and <input type="text" value="1"/> and <input type="text" value="December"/> and <input type="text" value="31"/>	
The employee will accrue <input type="text" value="1.000"/> hours based on <input type="text" value="0.000"/> pay periods not to exceed <input type="text" value="0"/> hours within a given year.	
 submit  cancel	

This first year rule will stop anyone from accruing personal time until January 1st of the year following hire. If an employee is hired in July for example, there will be no accrual until the following January. Click Submit to save this information.

Click on the Add Annual Rule button. Enter information as follows.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	Entitlement: Personal Time
Entitlement Type: Calendar	Plan Date: 01/01/2010
If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> 99 <input type="text"/> years and <input type="text"/> months and the employee is scheduled for <input type="text"/> 86.667 <input type="text"/> hours per pay period the following will occur:	
The employee will accrue <input type="text"/> 32.000 <input type="text"/> hours based on <input type="text"/> 1.000 <input type="text"/> Pay Period not to exceed <input type="text"/> 32 <input type="text"/> hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> 0.00 <input type="text"/> hours per year.	
<div><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></div>	

The above entries will allow any employee who is scheduled for 86.667 hours to accrue 32 hours of personal time each January 1st.

The next step is to set up a bucket for the Paid Time Off plan. Save the information that you just entered. Click on the Back button to return to the main Paid Time Off Policies page and then click on the Buckets button and then the Add button.

Add Entitlement Bucket	
Entitlement Policy:	
Entitlement Group: Salaried Emp.	Entitlement: Personal Time
Entitlement Type: Calendar	Plan Date: 01/01/2010
* = Required	
* Sequence:	<input type="text" value="1"/>
* Entitlement Bucket Code:	<input type="text" value="Personal"/>
Credit Account Accrued:	<input type="text"/>
Debit Account Accrued:	<input type="text"/>
Credit Account Available:	<input type="text"/>
Debit Account Available:	<input type="text"/>
Maximum Balance:	<input type="text" value="32"/>
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

Since the policy tracks the use of personal time based on hours paid, create a pay type called Personal Time and use the Paid Time Off Pay Code Assignment function to associate the pay type with the Paid Time Off. When a person is paid 8 hours of Personal Time Pay, their Personal Time Paid Time Off balance will be reduced by those 8 hours.

Note: As is the case with all iCON Paid Time Offs, adjustments for the current year balance should only be done after the first live payroll is run in iCON. This gives iCON the opportunity to create the initial record for employees in the Paid Time Off function. Go to this function and click on the paid time off description. Make an entry in the Hours Adjustment field. This adjustment should change the balance to be equal to the number of hours the employee has remaining in the current year.

Paid Time Off Policy Examples – III

Paid Time Off Policy: Vacation

Paid Time Off Year: Anniversary

Accrual Calculated On: Hours Worked

Paid Time Off Tracking By: Hours Paid

Carry Over: One week (40 hours) per year

Accrual Provisions: Employees accrue vacation and are allowed to use it in the current year. Employees who have worked for from 0 to 2 years for the company accrue 0.039 hours vacation per hour worked not to exceed 80 hours in any one given year. Carryover for these employees is a maximum of 120 hours.

When employees have worked from 2 to 4 years for the company they accrue 0.058 hours vacation per hour worked not to exceed 120 hours in any one given year. Carryover for these employees is a maximum of 160 hours.

When employees have worked from 4 to 14 years for the company they accrue 0.077 hours vacation per hour worked not to exceed 160 hours in any one given year. Carryover for these employees is a maximum of 200 hours.

Employees who have worked more than 14 years for the company they accrue 0.097 hours vacation per hour worked not to exceed 200 hours in any one given year. Carryover for these employees is a maximum of 240 hours.

Add Entitlement Policy

* = Required

Entitlement Policy:

Entitlement Group:	All Employees	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Anniversary	<input type="checkbox"/> Recalculate Total
* Entitlement:	Vacation	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2009	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Hours Worked	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:		
Entitlement Formula:	Standard	<input type="checkbox"/> Take Year After Accrual Period
Days Empl. Req. For Elig.:		<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Date Option:	*no value	<input checked="" type="checkbox"/> Print On Check

After clicking on the Add button in the Paid Time Off Policies Anniversary window enter the information as shown above. Use the actual Plan Effective Date of January 1 of the prior year for anniversary plans for new implementations.

The Accrual Rules page for the first two rules should look like those below.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value=""/> years and <input type="text" value=""/> months through <input type="text" value="2"/> years and <input type="text" value=""/> months and the employee is scheduled for <input type="text" value="0.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="0.039"/> hours based on <input type="text" value="1.000"/> Hours Worked not to exceed <input type="text" value="80"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p> <p><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></p>	

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value="2"/> years and <input type="text" value=""/> months through <input type="text" value="4"/> years and <input type="text" value=""/> months and the employee is scheduled for <input type="text" value="0.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="0.058"/> hours based on <input type="text" value="1.000"/> Hours Worked not to exceed <input type="text" value="120"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p> <p><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></p>	

Rules three and four should look like the pages below.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value="4"/> years and <input type="text"/> months through <input type="text" value="14"/> years and <input type="text"/> months and the employee is scheduled for <input type="text" value="0.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="0.077"/> hours based on <input type="text" value="1.000"/> Hours Worked not to exceed <input type="text" value="160"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p> <p><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></p>	

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
<p>If the employee's length of service is from <input type="text" value="14"/> years and <input type="text"/> months through <input type="text" value="99"/> years and <input type="text"/> months and the employee is scheduled for <input type="text" value="0.000"/> hours per pay period the following will occur:</p> <p>The employee will accrue <input type="text" value="0.097"/> hours based on <input type="text" value="1.000"/> Hours Worked not to exceed <input type="text" value="200"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="40.00"/> hours per year.</p> <p><input type="button" value="→ submit"/> <input type="button" value="cancel ←"/></p>	

The Bucket will need to be set large enough to hold 200 hours of accrual plus an additional 40 hours carry over or 240 hours. The entry made in the Buckets page for this Paid Time Off plan should look like the one below.

Add Entitlement Bucket	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
* = Required	
* Sequence:	<input type="text" value="1"/>
* Entitlement Bucket Code:	<input type="text" value="Vacation Bucket"/>
Credit Account Accrued:	<input type="text"/>
Debit Account Accrued:	<input type="text"/>
Credit Account Available:	<input type="text"/>
Debit Account Available:	<input type="text"/>
Maximum Balance:	<input type="text" value="240"/>
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

Note the Paid Time Off Plan Effective date established earlier in your setup will default here. The key entries are Sequence 1, Paid Time Off Bucket Code Vacation, and Maximum Balance 240.

The remaining steps in the setup of this Paid Time Off plan are:

1. Create a vacation pay type and associate it to the Paid Time Off plan by running the Paid Time Off Pay Code Assignment function.
2. Assign the Paid Time Off Group to each employee in Work Profile.
3. Ensure all pay types that should be used in the accrual calculation for this Paid Time Off plan are marked Accrue Paid Time Off Hours in their respective Pay Code Definition. Run the Client Setup Report to verify the values in this field.

As is the case with all iCON Paid Time Off plans, adjustments for the current year balance should only be done after the first live payroll is run in iCON. This gives iCON the opportunity to create the initial record in the Paid Time Off function. In this function, click on the appropriate plan and enter the Hours Adjustment if necessary.

Paid Time Off Policy Examples – IV

Paid Time Off Policy: Vacation

Paid Time Off Year: Anniversary

Accrual Calculated On: Pay Period

Paid Time Off Tracking By: Hours Paid

Carry Over: Maximum Carry Over equal to total amount accrued

Accrual Provisions: Employees accrue vacation time during the current year but are not allowed to use it until the next year. Employees who have worked for the company from 0 to 3 years accrue 3.077 hours vacation per bi-weekly pay period not to exceed 80 hours in any one given year. Carryover for these employees is equal to the maximum amount accrued.

When employees have worked for the company from 3 years to 10 years they accrue 4.616 hours vacation per bi-weekly pay period not to exceed 120 hours in any one given year. Carryover for these employees is also equal to the maximum amount accrued.

Note: Only two options for carryover are available when using Last Years Accruals. Either the employee carries over all accrued hours (minus those used) or none of them.

Add Entitlement Policy



* = Required



Entitlement Policy:



Entitlement Group:	Last Year Acc.	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Anniversary	<input type="checkbox"/> Recalculate Total
* Entitlement:	Vacation	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2009	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Pay Period	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:		
Entitlement Formula:	Standard	<input checked="" type="checkbox"/> Take Year After Accrual Period
Days Empl. Req. For Elig.:		<input checked="" type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Date Option:	*no value	<input checked="" type="checkbox"/> Print On Check

After clicking on the Add button in the Paid Time Off Policies Anniversary window enter the information as shown above. Use the actual Plan Date. If you are unsure of the actual date use January 1st of the current year. The Add Carry Over to Last Year Accrual Balance checkbox controls carryover. If marked all unused hours are carried over. If not marked no unused hours are carried over.

The Accrual Rules pages should look like the following.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Last Year Acc.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> years and <input type="text"/> months and the employee is scheduled for <input type="text"/> hours per pay period the following will occur:	
The employee will accrue <input type="text"/> hours based on <input type="text"/> Pay Period not to exceed <input type="text"/> hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> hours per year.	
<div> </div>	

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Last Year Acc.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> years and <input type="text"/> months and the employee is scheduled for <input type="text"/> hours per pay period the following will occur:	
The employee will accrue <input type="text"/> hours based on <input type="text"/> Pay Period not to exceed <input type="text"/> hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> hours per year.	
<div> </div>	

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Last Year Acc.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> years and <input type="text"/> months and the employee is scheduled for <input type="text"/> hours per pay period the following will occur:	
The employee will accrue <input type="text"/> hours based on <input type="text"/> Pay Period not to exceed <input type="text"/> hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> hours per year.	
<div> </div>	

The Bucket will need to be set large enough to hold 160 hours of accrual plus an additional 160 hours carry over or 320 hours. The entry made in the Bucket Setup page for this Paid Time Off plan should look like the one below.

Add Entitlement Bucket	
Entitlement Policy:	
Entitlement Group: Last Year Acc.	Entitlement: Vacation
Entitlement Type: Anniversary	Plan Date: 01/01/2009
* = Required	
* Sequence:	<input type="text" value="1"/>
* Entitlement Bucket Code:	<input type="text" value="Vacation Bucket"/>
Credit Account Accrued:	<input type="text"/>
Debit Account Accrued:	<input type="text"/>
Credit Account Available:	<input type="text"/>
Debit Account Available:	<input type="text"/>
Maximum Balance:	<input type="text" value="320"/>
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

Note the Plan Date in this example is January 1. The Plan Date established earlier in your setup will default here. The key entries are Sequence 1, Paid Time Off Bucket Code Vacation, and Maximum Balance 320.

The remaining steps in the setup of this Paid Time Off plan are:

1. Create a vacation pay type and associate it to the Paid Time Off plan by running the Paid Time Off Pay Code Assignment function.
2. Assign the Paid Time Off Group to each employee in Work Profile.
3. Since the accrual in this example is not by hour but by pay period it is not necessary to mark pay types as Accrue Paid Time Off Hours in Pay Code Definition.

Do not manually create a record in Paid Time Off function. iCON must create this record during the first payroll run. Once iCON creates this record, you will need to make balance entries for all current employees only. You need not do this for employees hired after the conversion.

Go to the Paid Time Off function and click on the record that you wish to work with.

Aditya Patel
Employee Number: 6092
Job Title: Assistant Manager
Division: Florham Pk.
Employment Status: Active

Paid Time Off + add

To update, click on information in the left column.

☐ Show Historical Data

Paid Time Off	Plan Date	Hours Accrued	Hours Used	Hours Balance	Action
Vacation	05/18/2010	0.000	0.000	4.616	view delete

+ add

Note the entries made here. This employee has already been paid 21 times this year. Twenty one times 3.077 is equal to 64.617 hours. The number of hours in pending, 3.077, will be added to his balance when the payroll for this period is closed. The hours balance then will be 67.694. These are the hours this employee is accumulating now. They will be available for him to take during his next anniversary year. His next anniversary year begins May 18th. He will continue to accrue 3.077 hours each pay period until he reaches 80 for the year.

Update Paid Time Off

* = Required

Paid Time Off Group: Last Year Acc.
Paid Time Off: Vacation
Length of Service: 2 Yr. 0 Mo.

Plan Date: 05/18/2010
Paid Time Off Bucket: Vacation Bucket

Hours Accrued
Plan year-to-date: 0.000
Carried Over: 0.000
Pending: 3.077

Hours Used
Plan year-to-date: 0.000
Pending: 0.000

Adjustment
Adjusted Hours:

Balance
Available Hours: 3.077

Start Usage Date: 05/18/2011
End Usage Date: 05/17/2012

Last Year Accrual Adjustment:
Last Year Accrual Hours Balance: 0.000

Note the entry made in the Last Year Accrual Adjustment field. Here we enter the number of hours this employee earned last year. These hours remain available for him to take now. This number should take into consideration any vacation already taken this year. In this example the

employee has taken no vacation yet this year. When you have finished making these changes, click Submit. Remember you must make balance entries like this for each current employee.

Once the payroll is closed if you access the Paid Time Off function you will see how these entries have affected this employee.

Aditya Patel			
Employee Number:	6092		
Job Title:	Assistant Manager		
Division:	Florham Pk.		
Employment Status:	Active		
Update Paid Time Off			
* = Required			
Paid Time Off Group:	Last Year Acc.	Plan Date:	05/18/2010
Paid Time Off:	Vacation	Paid Time Off Bucket:	Vacation Bucket
Length of Service:	2 Yr. 0 Mo.		
Hours Accrued			
Plan year-to-date:	3.077		
Carried Over:	0.000		
Pending:	0.000		
Hours Used			
Plan year-to-date:	0.000		
Pending:	0.000		
Adjustment			
Adjusted Hours:	<input type="text" value="64.617"/>		
Balance			
Available Hours:	67.694		
Start Usage Date:	05/18/2011	Last Year Accrual Adjustment:	<input type="text" value="80.000"/>
End Usage Date:	05/17/2012	Last Year Accrual Hours Balance:	80.000

The hours accrued, 3.077 is the number of hours this individual accrued for this pay period. The hours adjustment, 64.617 were entered by us. His hours balance is now 67.694. Remember these are the hours he is accruing now that will not be available to him to take until next year.

You can also see the adjustment we made in the Last Year Accrual Adjustment field. But now you will also see a number in the Last Year Accrual Hours Balance field. This is the number of hours he has available to take now. This is also the Vacation Remaining number that will be printed on the employee's check.

This page shows what happens when the employee is paid 24 hours of vacation pay in the next pay period.

Aditya Patel	
Employee Number:	6092
Job Title:	Assistant Manager
Division:	Florham Pk.
Employment Status:	Active

Update Paid Time Off	
* = Required	
Paid Time Off Group:	Last Year Acc.
Plan Date:	05/18/2010
Paid Time Off:	Vacation
Paid Time Off Bucket:	Vacation Bucket
Length of Service:	2 Yr. 0 Mo.
Hours Accrued	
Plan year-to-date:	6.154
Carried Over:	0.000
Pending:	0.000
Hours Used	
Plan year-to-date:	24.000
Pending:	0.000
Adjustment	
Adjusted Hours:	<input type="text" value="4.617"/>
Balance	
Available Hours:	70.771
Start Usage Date:	05/18/2011
Last Year Accrual Adjustment:	<input type="text" value="80.000"/>
End Usage Date:	05/17/2012
Last Year Accrual Hours Balance:	56.000

Notice the Hours Accrued has increased by 3.077 hours to 6.154. The new Hours Balance is now 70.771, which is our Hours Adjustment number added to 6.154 hours accrued. Hours Used are now 24 and the Last Year Accrual Hours Balance is now 56. Last pay period he had 80 hours to take. He took 24 and now has 56 remaining. Again this is the Balance Remaining number that will be printed on this check.

This employee will continue to accrue 3.077 hours each pay period until he reaches 80 hours. If he takes no more vacation this anniversary year, the first time he is paid after May 18th, his Last Years Accrual Hours Balance will be 56 plus 80 or 136 hours. At that time he will begin accruing at the higher rate of 4.616 hours per pay period since he will then have 3 years service.

Paid Time Off Policy Examples – V

Paid Time Off Policy: Birthday
Paid Time Off Year: Calendar
Accrual calculated on: Birthday
Paid Time Off Tracking by: Absence
Carry Over: None



Accrual Provisions: Employees accrue eight hours birthday paid time off as of their birth date each year. They have a full year from their actual birth date to actually take the paid time off. There is no waiting period for this Paid Time Off plan.

Add Entitlement Policy

* = Required


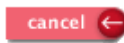
Entitlement Policy:

Entitlement Group:	All Employees	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Calendar	<input type="checkbox"/> Recalculate Total
* Entitlement:	Birthday	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2010	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Birthday	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:	365	<input type="checkbox"/> Take Year After Accrual Period
Entitlement Formula:	Standard	<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Days Empl. Req. For Elig.:		<input checked="" type="checkbox"/> Print On Check
Date Option:	*no value	



 

After accessing the Paid Time Off function, click Add in the Calendar Plans section. Select Birthday for the Paid Time Off field. Enter the appropriate plan effective date. The accrual requirement must be Birthday. This Paid Time Off like all others is a Payroll Paid Time Off. Select the Print On Check checkbox if you want to show this Paid Time Off on employees' pay stubs.

Save the Paid Time Off Policy page above. Click on the Accrual Rules button and then the Add Annual Rule button.

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Birthday
Entitlement Type: Calendar	Plan Date: 01/01/2010
If the employee's length of service is from <input type="text"/> years and <input type="text"/> months through <input type="text"/> 99 years and <input type="text"/> months and the employee is scheduled for <input type="text"/> 0.000 hours per pay period the following will occur:	
The employee will accrue <input type="text"/> 8.000 hours based on Birthday not to exceed <input type="text"/> 8 hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> 8.00 hours per year.	
<div> submit  cancel</div>	

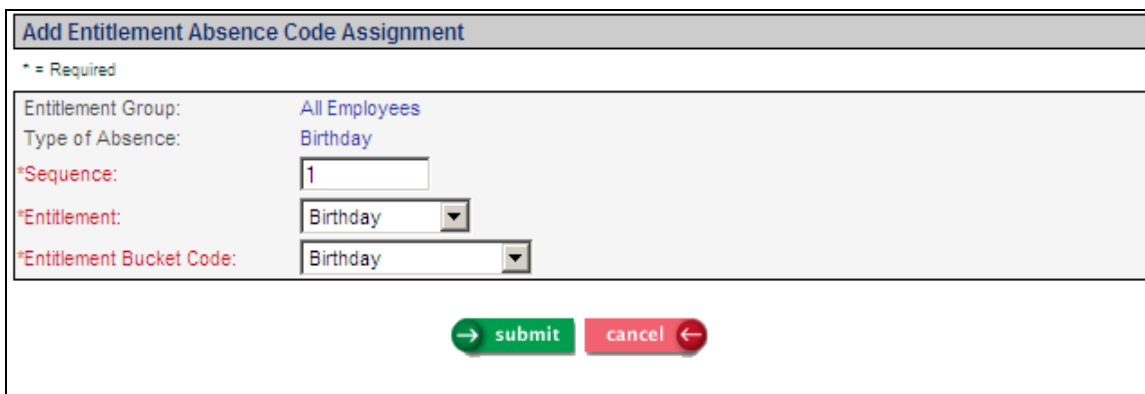
Note the difference in this page from other accrual pages. Here we have indicated that employees assigned to the Paid Time Off group in which this Paid Time Off has been defined will accrue 8 hours paid time off each time they reach their birth date. They will accrue no more than 8 hours per year. A carryover is set to 8 hours. Remember, however they will have 365 days in which to take this paid time off before it drops off their record. Save this page and then click Back to return to the main page. Click Buckets and then click on Add.

Add Entitlement Bucket	
Entitlement Policy:	
Entitlement Group: All Employees	Entitlement: Birthday
Entitlement Type: Calendar	Plan Date: 01/01/2010
* = Required	
* Sequence:	<input type="text"/> 1
* Entitlement Bucket Code:	<input type="text"/> Birthday
Credit Account Accrued:	<input type="text"/>
Debit Account Accrued:	<input type="text"/>
Credit Account Available:	<input type="text"/>
Debit Account Available:	<input type="text"/>
Maximum Balance:	<input type="text"/> 16
<div> submit  cancel</div>	

The Paid Time Off group and the Paid Time Off will default in this page. Enter 1 for the Sequence field. Enter Birthday for the Paid Time Off Bucket Code. Also enter 16 hours in the Maximum Balance field.

Save this page, then click on the Back button to return to the Paid Time Off Policy page. You have one more setting to make. Run the function Paid Time Off Absence Code Assignment.

Select the Paid Time Off Group and the Birthday absence code and then click on the Add button.



The screenshot shows a web form titled "Add Entitlement Absence Code Assignment". Below the title is a legend indicating that an asterisk (*) denotes a required field. The form contains the following fields and values:

- Entitlement Group: All Employees
- Type of Absence: Birthday
- *Sequence: 1
- *Entitlement: Birthday (selected from a dropdown menu)
- *Entitlement Bucket Code: Birthday (selected from a dropdown menu)

At the bottom of the form, there are two buttons: a green "submit" button with a right-pointing arrow and a red "cancel" button with a left-pointing arrow.

Enter a Sequence of 1. Enter Birthday in both the Paid Time Off and Paid Time Off Bucket Code fields.

Save this page and your setup is complete. Remember you assign the Paid Time Off group to employees via the Work Profile function. This Paid Time Off plan unlike the others we have defined in this document is tracked by absence rather than by pay type. In order to track this Paid Time Off plan an absence code of Birthday must be entered in Time and Attendance in the Absence Code field.