



Version 2.056

Release Notes

4/18/2016



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Version 2.056 Checklist

The new features in Version 2.056 for Earned Sick Entitlement require set-up steps. Use the checklist below to update your system for each applicable area.

	Completed By	Date Completed
Assign Function Security to the following new functions in Manager Services and/or iCON Tools for applicable users. <ul style="list-style-type: none"> Entitlement Pay Code Override Entitlement Import Entitlement Transfer 		
In the Common Object Dictionary for Entitlement Formula add the Entitlement Formula, Short Description and the ent_est.p program.		
In the Common Object Dictionary for Entitlement Group add a group.		
In the Common Object Dictionary for Entitlement Code add a code.		
In the Common Object Dictionary for Entitlement Bucket add a bucket.		
In the Entitlement Policies , depending on your policy, add either an Anniversary or Calendar entitlement.		
In the Entitlement Policies , click on the Accrual Rules button and add as required.		
In the Entitlement Policies , click on the buckets button to add a sequence number, Entitlement Bucket Code and a maximum accrual balance, if required		
In the Entitlement Pay Code Override , indicate if any pay codes should be excluded from the Entitlement program.		
In the Work Profile page for each employee, update the Entitlement Group and Entitlement Elig. Date in the Benefit Information section.		
Use the Entitlement Import functionality to update one or more employees who do not have an entitlement plan.		
Use the Entitlement Transfer function to transfer existing Paid Time Off record(s) to a different Entitlement Group and/or Plan.		

Overview

Version 2.056 contains new functions as well as additional functionality throughout the product. The Release Notes contain a description of each feature in detail.

The following functions will be added or changed to the HR Setup menu in Manager Services:

- Entitlement Pay Code Override
- Entitlement Policies

The following functions will be added or changed to the HR Actions menu in Manager Services:

- Entitlement Import
- Entitlement Transfer

The following function will be added or changed in the Employment Information menu in Manager Services:

- Paid Time Off

The following functions will be added or changed in the Reports menu in Manager Services:

- HED Register
- Payroll Funding Statement
- Pay Process
- Labor Distribution

The following function will be changed in the Tools menu in Manager Services:

- HR System Defaults
- Common Object Dictionary

The following function will be changed in the Payroll Processing menu in Manager Services:

- Payment Register
- Time & Attendance

The following function will be changed in the Payroll Processing menu in Manager Services:

- Payment Register

When Algorithm categories were added into the iCON product, the calculations were designed to calculate an employee's hourly rate of pay with up to 3 algorithm categories for those employees who are compensated with the Rate Index Method only. The product has now been modified to allow this same calculation of the employee's hourly rate using the Algorithm Categories when compensated by all Compensation Methods which include:

- Designated Rate
- Job Based
- Position Based
- Rate Index
- Standard

If a direct deposit account number is 4 digits or less, the iCON system would treat the account number as a check and would not produce a direct deposit. This has been fixed.

601519

3148

John DeHavilland
939 Main St.
Park City, UT 84302

12/31/2015

**** VOID ****

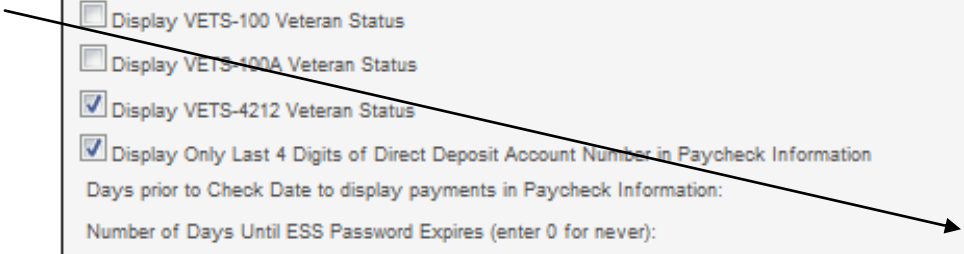
<u>ACCOUNT # DEPOSITED TO</u>	<u>AMOUNT</u>
C 148	756.22

Manager Services Functions

This section describes the new or changed functions in Manager Services.

HR System Defaults

There is a new field in the HR System Defaults function, in the Employee Self Service Settings, entitled “Number of Days Until ESS Password Expires (enter 0 for never)”. Select this checkbox if you wish to have the ESS passwords expire after a set number of days. Enter “0” if you do not want your ESS passwords to ever expire (this is the default).



Employee Self Service Settings:	
Social Security Number Display Rule:	Show only Last 4 digits ▼
<input type="checkbox"/> Hide Date of Birth	
<input type="checkbox"/> Display VETS-100 Veteran Status	
<input type="checkbox"/> Display VETS-100A Veteran Status	
<input checked="" type="checkbox"/> Display VETS-4212 Veteran Status	
<input checked="" type="checkbox"/> Display Only Last 4 Digits of Direct Deposit Account Number in Paycheck Information	
Days prior to Check Date to display payments in Paycheck Information:	1
Number of Days Until ESS Password Expires (enter 0 for never):	30
Employee Self Service On-Line Enrollment Settings:	
<input checked="" type="checkbox"/> Display/Update Beneficiary Date of Birth	<input checked="" type="checkbox"/> Display/Update Beneficiary SSN
<input checked="" type="checkbox"/> Display Only Last 4 Digits of Dependent's SSN	<input type="checkbox"/> Include Field to Confirm Dependent's SSN
<input checked="" type="checkbox"/> Require Dependent's Gender	<input checked="" type="checkbox"/> Display/Update Employee's Marital Status

HED Register

There is a new field in the HED Register entitled “Report Formats”. This field was added to allow the user to choose between 5 different report formats.

Previously, the reports all printed in PDF format but now you can choose up to five different formats.

The different Report Formats are:

- PDF (default)
- XLS
- XML
- CSV
- TXT

HED Register

* = Required

Select Employee Population:

Cons. Group

Zion

☒ By Organization Structure
 ☐ By Legal Entity

Selected Levels:

Legal Entity:

*no value

Payroll Processing Group:

*no value

*Pay Period End Date:

Select Report Parameters:

Report Name :

HEDRegister

☒ Break By Organization Structure at Level

2

☐ Break By Home Account Number

Add Current Amounts to Monthly, Quarterly and Year To Date totals:

☐

Print Active Employees Only:

☐

*Report Formats:

☒ PDF
 ☐ XLS
 ☐ XML
 ☐ CSV
 ☐ TXT

Select One or Both:

Deduction Report:

☒

Payment Report:

☒

Only Run Report for:

Payroll Deduction:

*no value

Pay Type:

*no value

Sort by Employee Number:

☒

Sort by Employee Name:

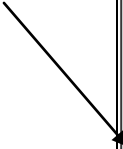
☐

Payroll Funding Statement

There is a new field in the Payroll Funding Statement entitled “Report Formats”. This field was added to allow the user to choose between 5 different report formats. Previously, the reports all printed in PDF format but now you can choose up to five different formats.

The different Report Formats are:

- PDF (default)
- XLS
- XML
- CSV
- TXT



Payroll Funding Statement

* = Required

*Legal Entity: [no value] ▼

Payroll Processing Group: [no value] ▼

*Pay Period End Date: [] [Calendar Icon]

*Report ID: Payroll Funding Statement

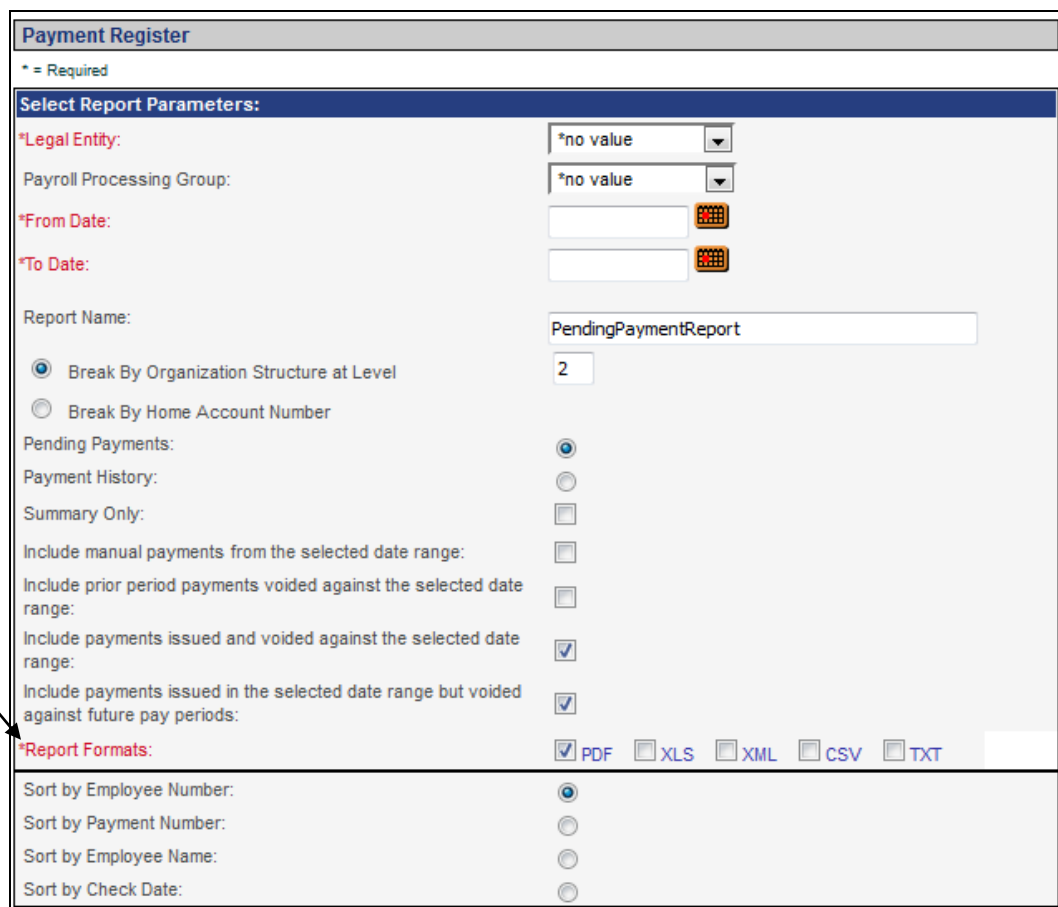
*Report Formats: ☒ PDF ☐ XLS ☐ XML ☐ CSV ☐ TXT

Payment Register

There is a new field in the Payment Register entitled “Report Formats”. This field was added to allow the user to choose between 5 different report formats and was added to all three Selection criteria’s (By Organization, By Employee Number and By Legal Entity). Previously, the reports all printed in PDF format but now you can choose up to five different formats.

The different Report Formats are:

- PDF (default)
- XLS
- XML
- CSV
- TXT



Payment Register

* = Required

Select Report Parameters:

*Legal Entity: [no value] ▼

Payroll Processing Group: [no value] ▼

*From Date: [] []

*To Date: [] []

Report Name: PendingPaymentReport

☒ Break By Organization Structure at Level [2]

☐ Break By Home Account Number

Pending Payments: ☒

Payment History: ☐

Summary Only: ☐

Include manual payments from the selected date range: ☐

Include prior period payments voided against the selected date range: ☐

Include payments issued and voided against the selected date range: ☒

Include payments issued in the selected date range but voided against future pay periods: ☒

*Report Formats: ☒ PDF ☐ XLS ☐ XML ☐ CSV ☐ TXT

Sort by Employee Number: ☒

Sort by Payment Number: ☐

Sort by Employee Name: ☐




Sort by Check Date: ☐

(image above from selection criteria **By Legal Entity**)

Labor Distribution Report

The Labor Distribution Report has been updated to include terminated employees.

You can choose to run the report by the following options: By Organization, By Legal Entity, By Organization and Date and By Payroll Processing.

Labor Distribution Report	
Selection: <input checked="" type="radio"/> By Organization and Group <input type="radio"/> By Legal Entity <input type="radio"/> By Organization and Date <input type="radio"/> By Payroll Processing Group	
	
Labor Distribution Report	
* = Required	
Selection By Organization and Group: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Kohr's <input checked="" type="checkbox"/> Marco Marina <input checked="" type="checkbox"/> Melissa's <input checked="" type="checkbox"/> N.J. Group <input checked="" type="checkbox"/> NJ Cardinals <input checked="" type="checkbox"/> Ohio <input checked="" type="checkbox"/> Olympics <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Canadian <input checked="" type="checkbox"/> US Corporate <input checked="" type="checkbox"/> Outback <ul style="list-style-type: none"> <input type="checkbox"/> Alabama <input type="checkbox"/> Alaska <input type="checkbox"/> Arizona <input type="checkbox"/> Arkansas </div> <div style="width: 50%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Selected Levels: Cons. Group / Outback </div> <div> *Payroll Processing Group: Weekly Group </div> <div> *From Date: 01/01/2015 </div> <div> *To Date: 02/06/2015 </div> </div> </div>	
Select Report Parameters: *Report ID: LaborDistributionReportOUT1 <input checked="" type="radio"/> Detail <input type="radio"/> Summary Report Break at Level: 2 Sort by Employee Number: <input checked="" type="radio"/> Sort by Employee Name: <input type="radio"/> CSV File: <input type="checkbox"/>	
 	

Date: 03/16/2016		Labor Distribution Report										Page: 2	
Time: 11:36AM		From: 01/01/2015 To: 02/06/2015										User: koatania	
Break at Level: 2		Outback Group										Pay Processing Group: Weekly Group	
Employee No./Name	REGULAR WAGES	VACATION WAGES	OTHER WAGES	FIT TAX 401(K) PLAN	FICA TAX MEDICAL DED.	FICA TAX DENTAL DED.	STATE TAXES GARN. DED'S	COLORADO LOCALS 401(K) LOAN	GROUP TERM L.F. CO. 401K MATCH	NEW YORK CITY TAX INDIANA COUNTIES	OTHER LOCALS OTHER DED.'S	GTL DED.	GROSS PAY NET PAY
170AZ6 Thompson, Barry													
M-005	1,730.76				107.65	25.19			5.62			5.62	1,736.38
M-005	120.00			34.62	196.17								1,353.22
170AZ9 Worsen, Rebecca													
M-002	2,400.00			128.53	149.09	34.87	63.63		4.68			4.68	2,404.68
M-002	120.00			48.00	196.17								1,779.71
170CA California, Arnold S													
M-005	2,400.00			74.92	148.80	34.80	204.65						2,400.00
S-001	120.00					16.17					23.31		1,582.80
170CO Colorado, Picabo S													
S-001	1,833.82			83.30	115.34	26.98	90.00	11.50	6.61			6.61	1,860.43
S-001	120.00			926.91	54.81	16.17					23.10		221.98
170CT Connolly, George W													
M-002	10,922.19			2,085.02	722.97	169.08	1,197.15		738.75			738.75	11,660.94
S-002	120.00				109.62	16.17					16.17		
170CT10 Lewis, Abigail													
S-003	1,080.00			18.91	67.03	15.68	1.07		1.11			1.11	1,081.11
S-003	120.00			21.60	51.93						20.00		883.78
170CT11 Morris, Henry													
M-002	2,307.69			114.94	144.95	33.90	26.79		30.24			30.24	2,337.93
H-002	120.00			46.14	196.17						6.93		1,737.87
170CT12 Morrison, Allison													
M-002	2,307.69			114.94	143.89	33.65	26.06		13.14			13.14	2,320.83
H-002	120.00			46.14	196.17						6.93		1,739.91

Pay Process Control

Within the Pay Code Definition, the formula for calculating the employee's hourly rate, using Algorithm Methods, has been revised to work the same way for all Compensation Methods as it currently does for Rate Index Method.

From the **Payroll Setup** menu, access a pay code from Pay Code Definition

Pay Code Definition

* = Required

*Legal Entity: Shrivrs

Rows Per Page: 10 refresh

To update, click on information in the left column. Click on column label to sort.

Type Of Pay	Pay Code	Supplemental	Secondary Rate	Severance	Pensionable	Payroll Deduction	Account#	Action
Holiday Pay	HOL	No	No	No	No	*no value	0001-HOL - -	view delete pay process
Overtime	OVT	No	No	No	No	*no value	vf -ot - -	view delete pay process
Overtime .5	AOT	No	No	No	No	*no value	vf -aot - -	view delete pay process
Personal Time	PER	No	No	No	No	*no value		view delete pay process
Regular Wages	REG	No	No	No	Yes	*no value	0001-reg - -	view delete pay process
Regular-Home Bs	REH	No	No	No	No	*no value	0001-home- -	view delete pay process
Regular-Sales	RES	No	No	No	No	*no value	0001-sale- -	view delete pay process
Regular-Tipped	RTI	No	No	No	No	*no value	-tipd- -	view delete pay process
Retroactive Adj	REA	No	No	No	No	*no value		view delete pay process
Severance Pay	SEV	Yes	No	Yes	No	*no value	0001-sev - -	view delete pay process

back Page: 2 of 3 next

Click on the **Pay Process** button

The Pay Process Control screen appears. This is where you can add/modify the Algorithm Methods. The iCON product will now calculate the employee's hourly rate using the Algorithm Method defined for each pay code, and for all Compensation Methods, not just Rate Index.

Pay Process Control

Legal Entity: Shrivrs

Hourly Rate Override: 0.000

Use Hourly Rate: 0

Accrue Entitlement Hours: no

SUI Labor Hours: no

Include in Base Wage: yes

Taxable Life: no

Include in SUI Weeks Worked: yes

Eligible for Retro Pay: yes

Include In Lifetime Hours Worked: no

New York Other Wages: no

Declared Tip: no

Type Of Pay: Overtime

Algorithm Method 1: Special Rates

Algorithm Method 2: Shift Diff.

Algorithm Method 3: Pay Type Diff.

No Pay Pay Type: no

Average Rate Overtime: no

Include in Average Rate Hours: no

Include Pay in Average Rate: no

Use Shift to Calculate Pay: yes

Third Party Sick Pay: no

Include in Workers Comp. Hours: no

Tip Credit: no

By default, the system processes differentials as follows, for all Compensation Methods:

If a **Special Rate Override** exists, it will be calculated. If none exists, then any **Pay Rate Override** will be applied. Next, any **Shift Override** will be applied. Within each of the Override functions, the *Additional Amount* will be added first, and then the *Factor* will be applied, unless you specify otherwise.

If you wish to change the order in which differentials are calculated, enter the three methods here. The differential that is entered in Algorithm Method 1 will be calculated first, Method 2 will be calculated next, and Method 3 will be calculated last.

If you enter at least one of these methods, the system will force you to enter all three.


Time & Attendance

The gross pay and taxable wage calculations have been updated to eliminate penny differences. The gross and taxable wages have been updated to be the aggregate pay amount of individual entries in time and attendance. This calculation uses 4 decimal places then rounded to the next penny.






Each pay amount is truncated to two decimal places.


Previously when multiple pay types were entered with different work dates the system would round using two decimal places.


Peter Smith
Employee Number: 170IN2
Job Title: Engineer
Organization: Cons. Group / Outback / Indiana
Employment Status: Active
[Quick Links](#)

Time and Attendance - Exempt - for 02/05/2016 

To update, click on information in the left column.

Hours	Pay Type	Rate	Rate Type	Shift	Work Date	Absence	G/L Account	Replacement	Action
8.000	Jury Duty	0.0000	*no value	*no value	02/05/2016	*no value		yes	 delete
8.740	Sick Pay	0.0000	*no value	*no value	02/04/2016	*no value		yes	 delete
8.000	Jury Duty	0.0000	*no value	*no value	02/03/2016	*no value		yes	 delete
7.210	Regular Wages	0.0000	*no value	*no value	02/02/2016	*no value		yes	 delete
8.250	Regular Wages	0.0000	*no value	*no value	02/01/2016	*no value		yes	 delete

Display as of Date:
Legal Entity: 

Select Pay Period End Date to Add: 

Common Object Dictionary

To setup Earned Sick, add the Entitlement Formula, Short Description and the ent_est.p process to the Common Object Dictionary for Entitlement Formula.

This process name is the program which calculates the accruals.

Add Common Object Dictionary for Entitlement Formula	
* Entitlement Formula:	<input type="text" value="EST"/>
* Short Description:	<input type="text" value="Earned Sick"/>
Long Description:	<input type="text" value="Earned Sick"/>
Process Name:	<input type="text" value="ent_est.p"/>
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

In the Entitlement Group create a group for Earned Sick, if you wish to have a separate group.

Add Common Object Dictionary for Entitlement Group	
* Entitlement Group Code:	<input type="text" value="EST"/>
* Short Description:	<input type="text" value="Earned Sick"/>
Long Description:	<input type="text" value="Earned Sick"/>
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

In the Entitlement Code, add a code for Earned Sick as follows –

Add Common Object Dictionary for Entitlement Codes	
* Entitlement Code:	<input type="text" value="EST"/>
* Short Description:	<input type="text" value="Earned Sick"/>
Long Description:	<input type="text" value="Earned Sick"/>
Eligible For Time Off?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>	

In the Entitlement Bucket, add a bucket for Earned Sick as follows –

Add Common Object Dictionary for Entitlement Buckets	
* Entitlement Bucket Code:	EST
* Short Description:	Earned Sick
Long Description:	Earned Sick
<div> → submit cancel ← </div>	

Entitlement Policies

In the **Entitlement Policies** function, depending on your policy, select to add either an Anniversary or Calendar entitlement.

Note with this release we have updated the Carry Over field to not allow a Carry Over amount to be entered in the Accrual rules.

Add Entitlement Policy	
* = Required	
Entitlement Policy:	
Entitlement Group:	Earned Sick Tim
Entitlement Type:	Anniversary
* Entitlement:	*no value
* Plan Date:	
* Accrual Requirement:	*no value
Days Accrual Available:	
Accrual Period:	
Entitlement Formula:	Standard
Days Empl. Req. For Elig.:	
Date Option:	*no value
<input checked="" type="checkbox"/> Carry Over Option <input type="checkbox"/> Recalculate Total <input type="checkbox"/> First Year Rules Exist <input type="checkbox"/> Prorate First Year <input checked="" type="checkbox"/> Payroll Entitlement <input type="checkbox"/> Take Year After Accrual Period <input type="checkbox"/> Add Carry Over to Last Year Accrual Balance <input type="checkbox"/> Accrue After Required Hours <input type="checkbox"/> Store/Include Remaining Hours <input checked="" type="checkbox"/> Print On Check	
<div> → submit cancel ← </div>	

Select the Entitlement Plan you created in the Common Object Dictionary.

Enter the Plan date and select the applicable Accrual Requirement. For Earned Sick policies the “hours worked” accrual is most common.

Add Entitlement Policy		
* = Required		
Entitlement Policy:		
Entitlement Group:	Earned Sick Tim	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Anniversary	<input type="checkbox"/> Recalculate Total
* Entitlement:	Earn Sick Time	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2016	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	*no value	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:	Birthday	<input type="checkbox"/> Take Year After Accrual Period
Accrual Period:	Hours Worked	<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Entitlement Formula:	Months Worked	<input type="checkbox"/> Accrue After Required Hours
Days Empl. Req. For Elig.:	Paid Holiday	<input type="checkbox"/> Store/Include Remaining Hours
Date Option:	Pay Period	<input checked="" type="checkbox"/> Print On Check
<div>→ submit</div> <div>cancel ←</div>		

Select the Entitlement Formula. Note this enables the drop down list for the Accrual Period.

Add Entitlement Policy		
* = Required		
Entitlement Policy:		
Entitlement Group:	Earned Sick Tim	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Anniversary	<input type="checkbox"/> Recalculate Total
* Entitlement:	Earn Sick Time	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2016	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Hours Worked	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:		<input type="checkbox"/> Take Year After Accrual Period
Accrual Period:		<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Entitlement Formula:	Earned Sick	<input type="checkbox"/> Accrue After Required Hours
Days Empl. Req. For Elig.:		<input type="checkbox"/> Store/Include Remaining Hours
Date Option:	*no value	<input checked="" type="checkbox"/> Print On Check
<div>→ submit</div> <div>cancel ←</div>		

The Accrual Period allows provides three options –

- 1) Beginning of Year: This accrual period will grant a certain number of hours to an employee on their first paycheck of the calendar year.
- 2) Every Hour on Paycheck: This accrual period will accrue a certain number of hours per paycheck if a minimum hours rule is defined. For example, if Puerto Rico law required employees to accrue 8 hours provided the employee worked at least 115 hours in a month.
- 3) Every Paycheck: This accrual period would be used to accrue a certain number of hours for every hour worked on the paycheck. For example, if an employee should accrue 1.33 hours for every 40 hours worked.

Add Entitlement Policy

* = Required

Entitlement Policy:

Entitlement Group:

Earned Sick Tim

Entitlement Type:

Anniversary

* Entitlement:

Earn Sick Time

* Plan Date:

01/01/2016

* Accrual Requirement:

Hours Worked

Days Accrual Available:

Accrual Period:

Beginning of the Year

Every Paycheck

Every Hour on Paycheck

Entitlement Formula:

Days Empl. Req. For Elig.:

Date Option:

*no value

☒ Carry Over Option

☐ Recalculate Total

☐ First Year Rules Exist

☐ Prorate First Year

☒ Payroll Entitlement

☐ Take Year After Accrual Period

☐ Add Carry Over to Last Year Accrual Balance

☐ Accrue After Required Hours

☐ Store/Include Remaining Hours

☒ Print On Check

→ submit

cancel ←

The Accrue After Required field has been added to the Entitlement Policy page. Select this option if you want the system to accruing hours after the employee has worked a certain number of hours. The system will add hour worked per month and hours this period and check if the monthly maximum has been reached.



The Store/Include Remaining Hours field has been added to the Entitlement Policy page and is enabled when the Accrual Period is Every Paycheck. If this field is checked and the minimum number of hours worked has not been met, the system will store the hours worked as remaining hours and will include them in the next payroll processing accrual.

Add Entitlement Policy		
* = Required		
Entitlement Policy:		
Entitlement Group:	Earned Sick Tim	<input checked="" type="checkbox"/> Carry Over Option
Entitlement Type:	Anniversary	<input type="checkbox"/> Recalculate Total
* Entitlement:	Earn Sick Time	<input type="checkbox"/> First Year Rules Exist
* Plan Date:	01/01/2016	<input type="checkbox"/> Prorate First Year
* Accrual Requirement:	Hours Worked	<input checked="" type="checkbox"/> Payroll Entitlement
Days Accrual Available:		
Accrual Period:	Every Paycheck	<input type="checkbox"/> Take Year After Accrual Period
Entitlement Formula:	Earned Sick	<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Days Empl. Req. For Elig.:		<input type="checkbox"/> Accrue After Required Hours
Date Option:	*no value	<input checked="" type="checkbox"/> Store/Include Remaining Hours
		<input checked="" type="checkbox"/> Print On Check
<div> → submit cancel ← </div>		






Click on Submit to save the Entitlement Policy record.



Click on the Accrual Rules button and add as required –

Entitlement Policies		
Entitlement Group: Earned Sick Tim		
Anniversary Plans + add		
Entitlement	Plan Date	Action
Earn Sick Time	01/01/2016	accrual rules buckets view delete

Add Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Earned Sick Tim	Entitlement: Earn Sick Time
Entitlement Type: Anniversary	Plan Date: 01/01/2016
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"/> 9 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"/> 1.000 hours for every <input type="text"/> 30.000 Hours Worked not to exceed <input type="text"/> 9999.990 hours within a given year.	
Maximum carry over policy for this entitlement is <input type="text"/> 40.00 hours per year.	
Required to work at least <input type="text"/> hours during the month in which the accrual takes place.	
<div> </div>	

Click on the buckets button to add a sequence number, Entitlement Bucket Code and a maximum accrual balance, if required –

Entitlement Policies		
Entitlement Group: Earned Sick Tim		
Anniversary Plans 		
Entitlement	Plan Date	Action
Earn Sick Time	01/01/2016	 accrual rules  buckets  view  delete

Add Entitlement Bucket	
Entitlement Policy:	
Entitlement Group: Earned Sick Tim	Entitlement: Earn Sick Time
Entitlement Type: Anniversary	Plan Date: 01/01/2016
* = Required	
* Sequence:	<input type="text" value="1"/>
* Entitlement Bucket Code:	Earn Sick Time
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="40"/>
 submit  cancel	

According to our research, the Puerto Rico paid sick leave requires that an employee must work 115 hours before accruing 1 day for the month. Here is an example of that set-up. Please verify the rules for your organization before setting up the entitlement policy.

The Entitlement Formula must be set to the Entitlement Formulas common object value containing the ent_est.p program. In this example, the Earned Sick formula contains this program. Select the Accrual Period of Every Paycheck. Select the checkbox for Accrue After Required Hours, which will tell the system to only accrue after the employee has worked the required number of hours in the month. Unselect the checkbox for Carry Over Option, since no carry over is allowed. Enter the Days Employment Required for Eligibility, which defines the waiting period for new hires.

Update Entitlement Policy		
* = Required		
Entitlement Policy:		
Entitlement Group:	Value PST Group	<input type="checkbox"/> Carry Over Option
Entitlement Type:	Calendar	<input type="checkbox"/> Recalculate Total
Entitlement:	PST-Puerto Rico	<input type="checkbox"/> First Year Rules Exist
Plan Date:	01/01/2014	<input type="checkbox"/> Prorate First Year
Accrual Requirement:	Hours Worked	<input checked="" type="checkbox"/> Payroll Entitlement
Accrual Period:	Every Paycheck	<input type="checkbox"/> Take Year After Accrual Period
Entitlement Formula:	Earned Sick	<input type="checkbox"/> Add Carry Over to Last Year Accrual Balance
Days Empl. Req. For Elig.:	90	<input checked="" type="checkbox"/> Accrue After Required Hours
Date Option:	*no value	<input type="checkbox"/> Store/Include Remaining Hours
		<input checked="" type="checkbox"/> Print On Check
<input type="button" value="→ submit"/> <input type="button" value="cancel ←"/>		

For the accrual rule, you must enter 173.333 in the monthly hours field. The program for Puerto Rico is hard-coded to look for this amount, even though it may not apply to each employee. Enter 115 in the Required to Work field; when the employee has worked this number of eligible hours, he or she will accrue the entitlement hours that you specify.


Update Entitlement Accrual Rule	
Entitlement Policy:	
Entitlement Group: Value PST Group	Entitlement: PST-Puerto Rico
Entitlement Type: Calendar	Plan Date: 01/01/2014
<p>If the employee's length of service is from <input type="text" value="0"/> years and <input type="text" value="0"/> months through <input type="text" value="99"/> years and <input type="text" value="0"/> 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="8.000"/> hours for every <input type="text" value="173.333"/> Hours Worked not to exceed <input type="text" value="96.000"/> hours within a given year.</p> <p>Maximum carry over policy for this entitlement is <input type="text" value="0.00"/> hours per year.</p> <p>Required to work at least <input type="text" value="115.00"/> hours during the month in which the accrual takes place.</p>	
<div> <input type="button" value="→ submit"/> <input type="button" value="cancel ←"/> </div>	

Set up a bucket for this plan, with the maximum accrual that can take place for the year.

Entitlement Buckets + add			
Entitlement Policy:			
Entitlement Group: Value PST Group		Entitlement: PST-Puerto Rico	
Entitlement Type: Calendar		Plan Date: 01/01/2014	
To update, click on information in the left column.			
Entitlement Bucket Code	Sequence	Maximum Balance	Action
Paid Sick S43	1	96.000	<input type="button" value="view"/> <input type="button" value="delete"/>
<input type="button" value="← back"/>			


Entitlement Pay Code Override

Use this function to indicate if any pay codes should be excluded from the Entitlement program.

Entitlement Pay Code Override



* = Required

*Entitlement Group:


*Entitlement Plan:
 refresh

To update, click on information in the left column.

Pay Type	Override?	Action
No Data Found.		


 add

Select the Entitlement Group and Entitlement Plan you wish to work with, then click refresh to display existing overrides. In this example, the Adoption Reimb. pay type will not be included in the Entitlement accruals.



Entitlement Pay Code Override



* = Required

*Entitlement Group:

*Entitlement Plan:
 refresh

To update, click on information in the left column.

Pay Type	Override?	Action
Adoption Reimb.	yes	 view  delete

 add

Work Profile

In the **Work Profile** page for each employee, update the Entitlement Group and Entitlement Elig. Date in the Benefit Information section.

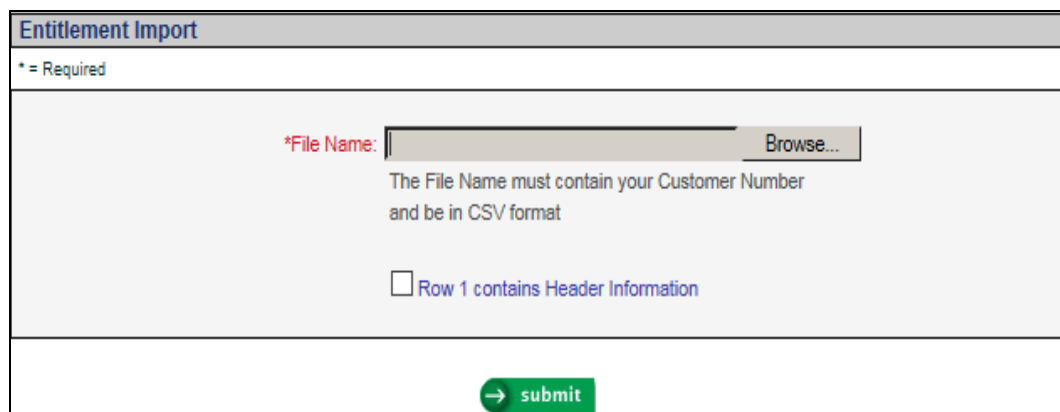
Benefit Information:			
Benefit Group:	<input type="text" value="F/T Employees"/>	Benefit Start Date:	<input type="text" value="01/01/2005"/>
Entitlement Group:	<input type="text" value="Earned Sick Tim"/>	Entitlement Elig. Date:	<input type="text" value="01/01/2016"/>
FSA Group:	<input type="text" value="Full Time"/>	HSA Group:	<input type="text" value="Full Time Group"/>
FSA Start Date:	<input type="text"/>	HSA Start Date:	<input type="text"/>
User Defined Fields:			
Softball Team:	<input type="text" value="*no value"/>	Name of Pet:	<input type="text"/>
Parking Spot:	<input type="text" value="*no value"/>		

Entitlement Import

This function provides the ability to import employee **Paid Time Off** records from a .csv file. When this function is used, you will be prompted to choose the file that you wish to import. The file must be in CSV format and must contain your customer number in the file name. This file must contain each of the fields in the employee entitlement plan table with the fields in the proper order.

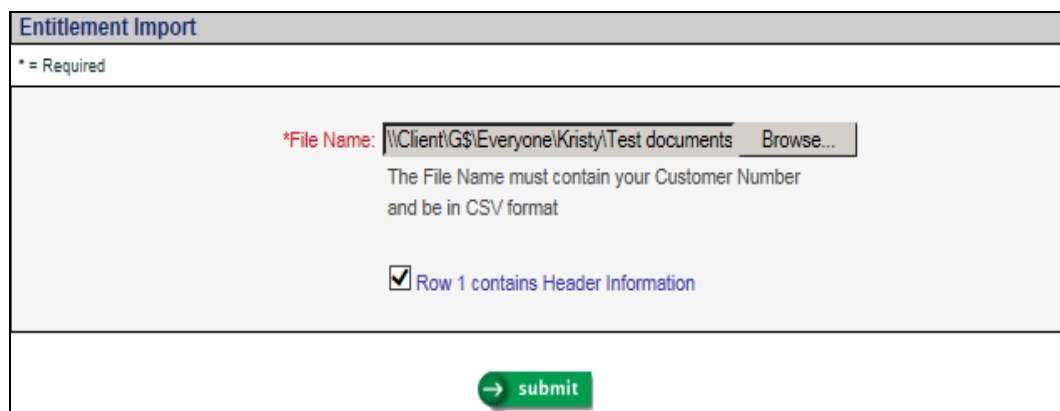
The Entitlement Import functionality can only be used when starting an entitlement plan for one or multiple employees.

This import will not update existing entitlement records.



The screenshot shows the 'Entitlement Import' form. At the top, it says '* = Required'. Below this, there is a red label '*File Name:' followed by a text input field. To the right of the input field is a 'Browse...' button. Below the input field, there is a message: 'The File Name must contain your Customer Number and be in CSV format'. Below this message is a checkbox labeled 'Row 1 contains Header Information'. At the bottom of the form is a green 'submit' button with a right-pointing arrow.

Click on the Browse button to select the file you wish to import. The file name must contain your Customer Number and it must be in the .csv format. The system will display the selected file. If the file contains a header row, click on the checkbox next to Row 1 contains Header information.



This screenshot shows the same 'Entitlement Import' form, but now the file path '\\Client\G\$\Everyone\Kristy\Test documents' is entered in the 'File Name' field. The 'Row 1 contains Header Information' checkbox is now checked. The 'submit' button remains at the bottom.

Click on Submit to begin the process. The job will be sent to the job server.

When the job completes, check the Entitlement Import Errors report in **Report Master Listing**. If no errors were found, the Entitlement Import report will print Import successful – no errors in the file, and the number of records imported.

Date: 04/11/2016 Time: 02:12PM	Entitlement Import Error Report	Page: 1 User: KCATANIA
Row #	Error Message	
1	Import successful - no errors in the file.	

If any errors were found, the report will tell you which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file.

Report Master Listing				
Display Reports From Date:	04/06/2016	To Date:	04/13/2016	refresh delete next
To view PDF files, you should download the latest Acrobat Reader for your platform. Select All Unselect All				
To view CSV files, Microsoft Excel should be installed on your computer." (pipe) has been used as delimiter in these files.				
To view XLS files, Microsoft Excel should be installed on your computer.				
To view XML files, Microsoft Internet Explorer OR any XML file viewer should be installed on your computer.				
To view TXT files, Microsoft Internet Explorer OR any TXT file viewer should be installed on your computer.				
Open/Save	Report Name	Date Run	Time Run	Delete?
	Entitlement-Import-Error-Report-83512.pdf	04/13/2016	4:00 PM	<input type="checkbox"/>

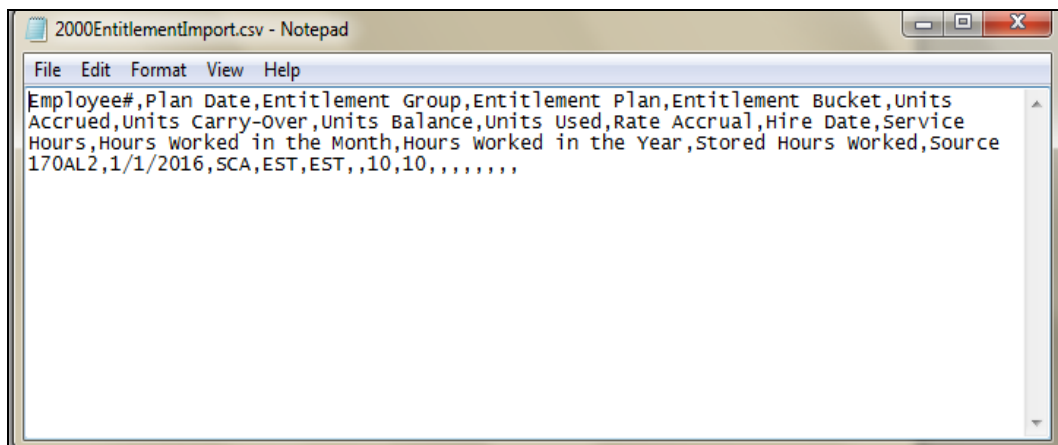
Date: 04/13/2016 Time: 04:00PM	Entitlement Import Error Report	Page: 1 User: KCATANIA
Row #	Error Message	
2	This row cannot be processed. An Employee Entitlement entry already exists.	

The mandatory fields are as follows: Employee#, Plan Date, Entitlement Group and Entitlement Plan. Add the Units Accrued and the Units Carry-Over to populate the Units Balance field.

The field names in the header record must be exactly as shown below –

- Employee#
- Plan Date
- Entitlement Group
- Entitlement Plan
- Entitlement Bucket
- Units Accrued
- Units Carry-Over
- Units Balance
- Units Used
- Rate Accrual
- Hire Date
- Service Hours
- Hours Worked in the Month
- Hours Worked in the Year
- Stored Hours Worked
- Source

Here is an example of a file to be imported:




If the header row contains optional fields but no data is to be imported into those fields, a comma must be included as a placeholder for that field.



Entitlement Transfer

The **Entitlement Transfer** function will transfer existing **Paid Time Off** record(s) to a different Entitlement Group and/or Plan. The employees' **Work Profile** Entitlement Group will be updated with the transfer to Entitlement Group. The Entitlement Eligibility Date will not be updated. If a change is required to this date, navigate to the **Work Profile** function to update the date, as required.

Select whether you wish to select an employee population by organization structure, by payroll processing group, by legal entity or by employee.

Entitlement Transfer	
Selection:	
<input type="radio"/> By Organization	
<input type="radio"/> By Payroll Processing Group	
<input checked="" type="radio"/> By Legal Entity	
<input type="radio"/> By Employee	
	

Click Next

Entitlement Transfer	
* = Required	
Selection By Legal Entity:	
*Legal Entity:	<input type="text" value="Outback Group"/>
 	

Click Next

The **From Entitlement Group** and **To Entitlement Group** are required fields. You may only select these fields or you may also include the **From Entitlement Plan** and the related **To Entitlement Plan**. If you decide not to select an Entitlement Plan the system will transfer equivalent plans i.e. sick to sick, vacation to vacation.

Entitlement Transfer	
* = Required	
Selection By Legal Entity:	
Legal Entity:	Outback Group
Select Entitlement to Transfer FROM:	
*Entitlement Group:	CA Earned Sick ▼
Entitlement Plan:	*no value ▼
Select Entitlement to Transfer TO:	
*Entitlement Group:	CT Earned Sick ▼
Entitlement Plan:	*no value ▼
<div>→ submit cancel ←</div>	

Click on Submit to transfer the selected entitlements or Cancel to reset your selections.

Note: The **Entitlement Transfer** function will not copy **Pending Payment** data to the new plan. It is recommended you do not transfer employees who have pending payment amounts.

Paid Time Off

For entitlement plans defined as paid sick leave, additional fields will appear in **Paid Time Off**: Hours Worked This Period, Hours Worked This Month, Hours Worked This Year and Remaining Earned Hours. For paid sick leave for a Puerto Rico plan, only the first three fields will be shown; the Remaining Earned Hours does not apply and therefore will not appear for Puerto Rico plans.

Denise Delorenzo
 Employee Number: 3071
 Job Title: Accounting Manager
 Organization: Cons. Group / Olympics / US Corporate / Alpine Ski
 Employment Status: Active
[Quick Links](#)

Employee Search
 Employee Number: 3071

Menu Search
 Paid Time Off

Personal Information
 Employment Info.
 Certifications
 Certifications Import
 Compensation Methods
 Education
 Employee Biography
 Employee Files
 Employee Notes
 Expired Certification Search
 Expired I-9 Search
 FMLA Certifications
 FMLA Details
 Forms
 Global Forms Assignment

Update Entitlements
 * = Required
 Entitlement Group: Value PST Group Plan Date: 01/01/2016
 Entitlement: PST-30-40Mx-40C Entitlement Bucket: Paid Sick S42
 Length of Service: 2 Yr. 8 Mo.

Hours Accrued
 Plan year-to-date: 0.000 Hours Worked This Period: 40.000
 Carried Over: 7.000 Hours Worked This Month: 40.000
 Pending: 1.000 Hours Worked This Year: 50.000

Hours Used
 Plan year-to-date: 0.000 Remaining Earned Hours: 20.000
 Pending: 0.000

Adjustment
 Adjusted Hours: 0.000

Balance
 Available Hours: 8.000

Comments:

Pending Payments

If an employee's Time and Attendance record had an Absence Code, and the employee has multiple positions, the system would write the organization levels from the earliest position's fill date to the Absences record that was created during the Close process. This will be changed to write the organization levels from the employee's Work Profile record in this scenario.

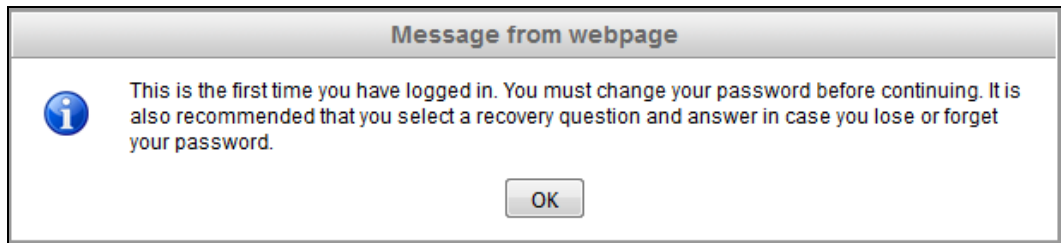
Employee Self Service

This section describes the new or changed functions in Employee Self Service.

ESS Password

When a new user logs into ESS, they will be prompted to change their password. This feature can also force existing employees to change their passwords based on the settings in HR System Defaults. This change will also apply to a new client who has been migrated and assigned default passwords to their employees.

Once the user logs in to ESS, this message will appear:



Once the user selects OK, they will be taken to the password change screen in ESS

iCON Tools Functions

This section describes the new and changes to the iCON Tools module.

Time & Attendance

The gross pay and taxable wage calculations have been updated to eliminate penny differences. The gross and taxable wages have been updated to be the aggregate pay amount of individual entries in time and attendance. This calculation uses 4 decimal places then rounded to the next penny.

Each pay amount is truncated to two decimal places.

Previously when multiple pay types were entered with different work dates the system would round using two decimal places.

Payment History for Peter Smith - Payment Summary

Pay Types Information:			Employee#: 170IN2	
Type Of Pay	Amount	Hours Worked	Pay Period End Date: 02/05/2016	
Jury Duty	410.35	16.000	Payment Number: 0	
Regular Wages	396.50	15.460	Gross Amount: 1,031.01	
Sick Pay	224.15	8.740	Net Amount: 741.17	

Tax Information:			
Tax Class	State/Province	Locality	Employer Tax
FICA	*no value	*no value	63.92
FICM	*no value	*no value	14.95
FIT	*no value	*no value	0.00

Deduction Information:			
Payroll Deduction	Employee Deduction Amount	Employer Deduction Amount	Overid
401(k) Plan	16.14	0.00	no
Dental	8.47	16.93	no

Date: 02/24/2016

Time: 07:49AM

Payment History Register

Pay Period End Dates: 02/05/2016 - 02/05/2016

Page: 1

User: kca

Selected Employee: 170in2 - Peter Smith

Legal Entity: Outback Group

Include Voids: Voided In Range Only: No

Voided And Issued In Range: Yes

Issued in Range Only: Yes

Include Manual Payments: No

Organization Structure: YANKS

OUT

Payment Number	Check Date	Employee Number	Employee Name		Payment Type	
0	02/12/2016	170IN2	Smith, Peter		System Check	
Legal Entity	Processing Group	Gross Amount	Net Amount	Taxable Wages	Employee	Employer
Outback Group	Weekly Group	1,031.01	741.17			
Pay Types:						
Jury Duty					410.35	
Regular Wages					396.50	
Sick Pay					224.15	
Taxes:						
FICA/Medicare				1,031.01	14.95	14.95
FICA/OASDI				1,031.01	63.92	63.92
Fed. Unempl.				1,031.01	0.00	5.17
Federal Income				941.01	75.53	0.00
Income Tax	Indiana			941.01	30.69	0.00
Unemployment	Indiana			1,031.01	0.00	110.82
WorkersComp Ins	Indiana			1,031.01	0.00	5.16
County Tax	Indiana	Putnam County		1,031.01	12.41	0.00

Labor Distribution Report

The Labor Distribution Report has been updated to include terminated employees.

You can choose to run the report by the following options: By Organization, By Legal Entity, By Organization and Date and By Payroll Processing. Description

Labor Distribution Report

File Selection Help

By Organization and Group
By Legal Entity
By Organization and Date
By Payroll Processing Group

To Date:

Report break at level:

☒ Detail
☐ Summary
☒ Sort by Employee Number
☐ Sort By Last Name

☒ Job Server
☐ Local

*Report ID:

☐ CSV File

Generate Exit Help

Selection By Organization

Corp	Company	Division	Dept	Team	State	Region
YANKS	OUT					

Cons. Group

Legal Entity: Outback Group

*Payroll Processing Group:

*From Date: *To Date:

Select Cancel Help

The screenshot shows a Windows-style dialog box titled "Labor Distribution Report". It has a menu bar with "File", "Selection", and "Help". The main area contains the following fields and options:

- Legal Entity:** Outback Group
- From Date:** 01/01/2015
- To Date:** 02/06/2015
- Report break at level:** 2 (in a text box)
- Detail** (selected radio button)
- Summary** (radio button)
- Sort by Employee Number** (selected radio button)
- Sort By Last Name** (radio button)
- Job Server** (selected radio button)
- Local** (radio button)
- *Report ID:** LaborDistributionReport (in a text box)
- CSV File** (checkbox, unchecked)

At the bottom, there are three buttons: "Generate", "Exit", and "Help".

Report Master Listing

User Name: Kristy Catania

From Date: 04/06/2016 To Date: 04/13/2016

Convert To PDF and Purge

Refresh Purge Interactive Purge Batch

Run Date	Run Time	Report Description
04/13/2016	14:00:20	LaborDistributionReport
04/13/2016	13:27:44	PaymentHistoryReport
04/13/2016	13:27:44	PaymentHistoryRepSum
04/13/2016	13:27:44	PaymentHistoryRepTot
04/13/2016	13:21:45	PaymentRegisSum
04/13/2016	13:21:45	PaymentRegister
04/13/2016	13:21:45	PaymentRegisTot
04/13/2016	13:19:54	PaymentRegisSum
04/13/2016	13:19:54	PaymentRegister

Print/Preview Exit Help

Date: 04/13/2016
Time: 02:01PM

Labor Distribution Report
From: 01/01/2015 To: 02/06/2015

Page: 1
User: kcatania

Break at Level: 2

Outback Group

Pay Processing Group: Weekly Group

Employee No./Name	REGULAR WAGES	VACATION WAGES	OTHER WAGES	FIT TAX 401(K) PLAN	FICA TAX MEDICAL DED.	FICA TAX DENTAL DED.	STATE TAXES GARN. DED'S	COLORADO LOCAL 401(K) LOAN	GROUP TERM L.F. CO. 401K MATCH	NEW YORK CITY TAX INDIANA COUNTIES	OTHER LOCALS OTHER DED.'S	GTL DED.	GROSS PAY N ET PAY
Organization Cons. Group Outback													
111DC2 Jackson, John	2,884.62			448.20	178.84	41.82	175.95						2,884.62
S-000	120.00												2,038.81
1703014 Nagelhaus, Barry	1,156.80			23.13	71.90	16.82	18.59		2.76			2.76	1,159.56
M-004	120.00				178.86	16.17			11.58		16.17		830.39
17094 Jorgensen, Leah M	2,019.24			227.53	125.41	29.33	42.17		3.42			3.42	2,022.66
M-002	120.00				196.17								1,996.87
170AL Alabama Zagay, George W	1,285.20			52.85	79.68	18.63	18.48						1,285.20
M-000	120.00			128.52		9.24					21.99		448.36
170AL2 Alabama, Georgianne B	870.00			17.40	122.97	12.63	7.50				51.00		870.00
M-002	120.00												
170AL3 Alabama, Reese	870.00			17.40	115.41	12.63	15.51						870.00
M-002	120.00					7.50					18.93		643.36
170AR Barkley, William	655.20		46.80		43.53	10.17	5.07				8.71		702.00
M-002	120.00				121.17	9.24					16.17		497.18
170AZ Arroyo, Paul	1,529.58			58.14	95.98	22.44	27.87		18.47			18.47	1,548.05
M-002	120.00												

Entitlement Policies

The ability to track paid sick leave will be added in iCON Tools, the same as in Manager Services. See the Manager Services section of this document for full set-up instructions. In the following example, the Entitlement Formula for “Earned Sick” has been selected; this Entitlement Formula has the new ent_est.p program associated with it. As a result, the Accrual Period field appears. Select whether you wish to accrue each paycheck, or accrue the full amount at the beginning of the year. For Puerto Rico employees, select the checkbox “Accrue After Required Hours”. For non-Puerto Rico employees, select the checkbox “Store/Include Remaining Hours” in order to save any unused hours for the next paycheck. For example, if the rule is that employees 1 hour for each 30 hours worked, and an employee works 40 hours, he or she will accrue 1 hour for 40 hours worked; if this checkbox is on, the 10 remaining hours will be saved, and will be used in the next paycheck’s accrual.

Update Entitlement Policies

Entitlement Group: Value Paid Sick Time Grp

Entitlement: Pd Sick-1 for 30-40MCx-40

Entitlement Type: Calendar

*Plan Effective Date: 01/01/2014

*Accrual Requirement: Hours Worked

Accrual Period: Every Paycheck

Entitlement Formula: Earned Sick

Days Empl. Req. For Elig.: 0

Date Option:

☒ Years/Months Of Service
☐ Hours Of Service
☒ Carry Over Option
☐ Recalculate Total
☐ First Year Rules Exist
☐ Prorate First Year
☒ Payroll Entitlement
☐ Take Year After Accrual Period
☐ Add Carry Over to Last Year Accrual Balance
☐ Accrue After Required Hours
☒ Store/Include Remaining Hours
☒ Print On Check

Save Cancel Help

Click on Submit to save the Entitlement Policy record.

Click on the Accrual Rules button and add as required –

Update Accrual Rules - Every Paycheck

Entitlement Group: Value PST Group Plan Effective Date: 01/01/2014
Entitlement: PST-30-40Mx-40C

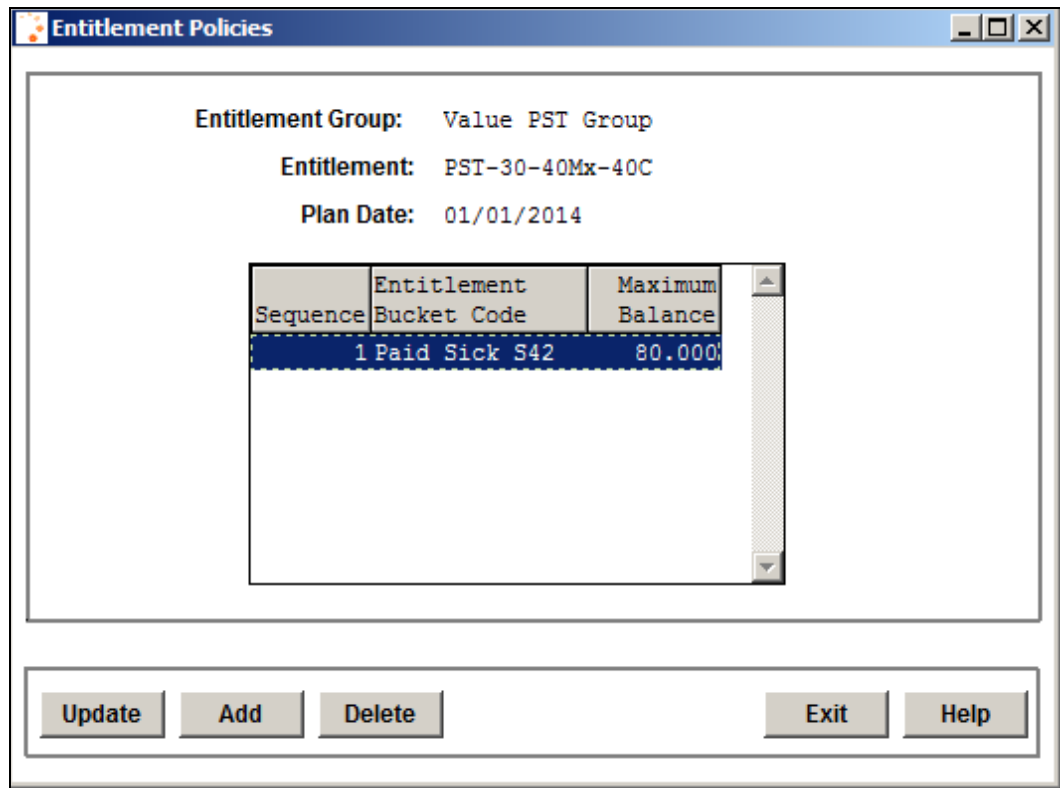
If Employee's length of service is from years and months through years and months and the employee is scheduled for hours per pay period the following will occur:

The employee will accrue hours for every hours(s) worked not to exceed hours within a given year.

Maximum carry over policy for this entitlement is hours per year.

The employee is required to work at least hours during the month in which the accrual takes place.

Click on the bucket setup button to add a sequence number, Entitlement Bucket Code and a maximum accrual balance, if required. If carryover is allowed, make sure you add the maximum carryover amount to the maximum accrual amount.



The dialog box titled "Entitlement Policies" contains the following information:

Entitlement Group: Value PST Group
Entitlement: PST-30-40Mx-40C
Plan Date: 01/01/2014

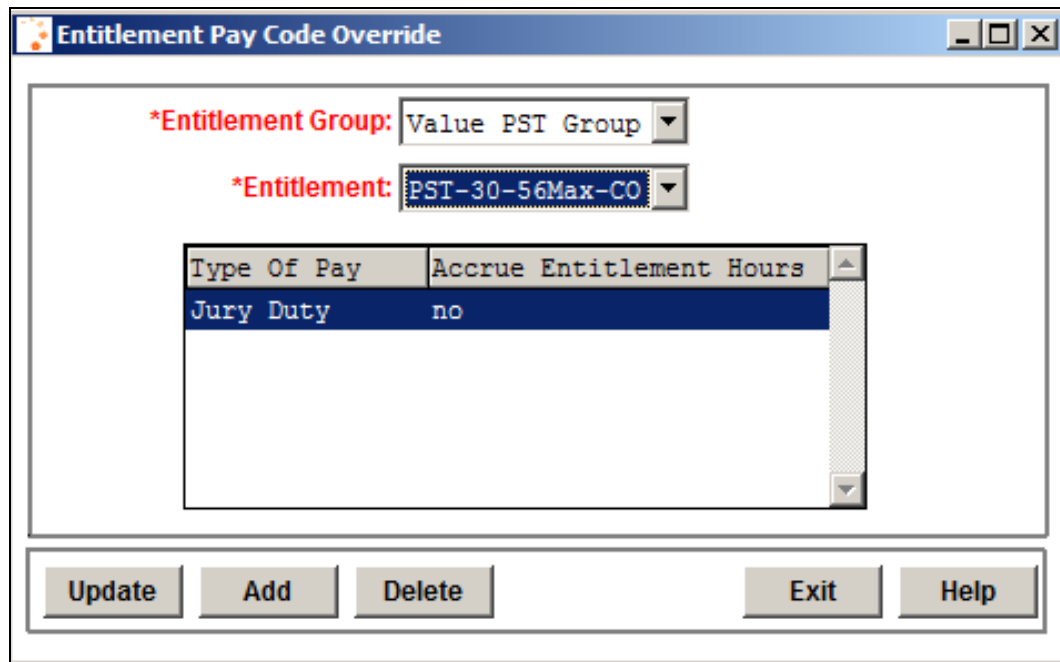
Sequence	Entitlement Bucket Code	Maximum Balance
1	Paid Sick S42	80.000%

At the bottom of the dialog box are five buttons: Update, Add, Delete, Exit, and Help.

Entitlement Pay Code Override

For purposes of paid sick leave accrual, use this function to override the Accrue Entitlement Hours setting in Pay Process Control for any pay types.

Select the Entitlement Group and Entitlement Plan you wish to work with, then click refresh to display existing overrides. In this example, Jury Duty pay is set to Accrual Entitlement Hours in Pay Process Control, but we wish to override that so that the pay type will not be included in the Entitlement accruals.



Type Of Pay	Accrue Entitlement Hours
Jury Duty	no

Entitlement Import

This function provides the ability to import Employee Entitlement Plan records from a .csv file. When this function is used, you will be prompted to choose the file that you wish to import. The file must be in CSV format. This file must contain each of the fields in the employee entitlement plan table with the fields in the proper order. Contact iCON Support to receive a template file.

The Entitlement Import functionality can only be used when starting an entitlement plan for one or multiple employees.

This import will not update existing entitlement records.

Click on the Browse button to select the file you wish to import. The system will display the selected file. If the file contains a header row, click on the checkbox next to Row 1 contains Header information.

Click on Submit to begin the process. The job will be sent to the job server.

When the job completes, check the Entitlement Import Errors report in **Report Master Listing**. If no errors were found, the Entitlement Import report will print Import successful – no errors in the file, and the number of records imported.

Date: 04/11/2016 Time: 02:12PM		Entitlement Import Error Report	Page: 1 User: KCATANIA
Row #	Error Message		
1	Import successful - no errors in the file.		

If any errors were found, the report will tell you which rows were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file.

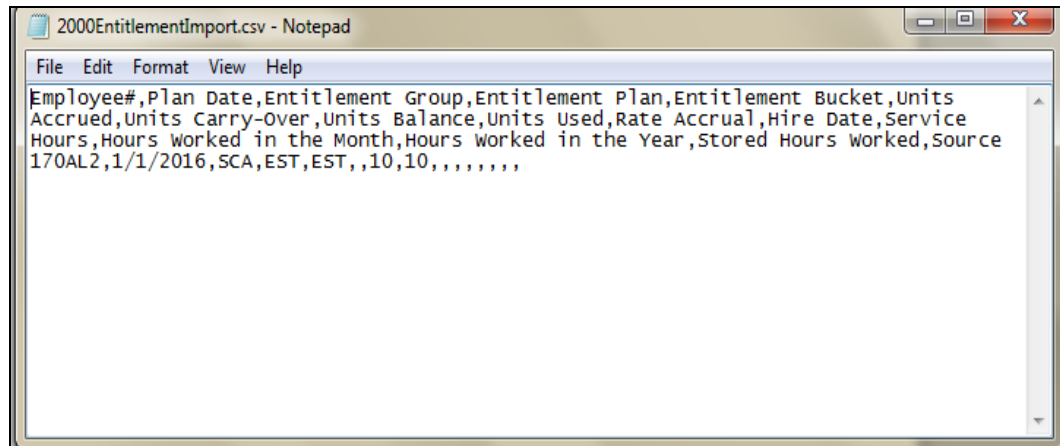
Date: 04/13/2016	Entitlement Import Error Report	Page: 1
Time: 04:00PM		User: KCATANIA
Row #	Error Message	
2	This row cannot be processed. An Employee Entitlement entry already exists.	

The mandatory fields are as follows: Employee#, Plan Date, Entitlement Group and Entitlement Plan. Add the Units Accrued and the Units Carry-Over to populate the Units Balance field.

The field names in the header record must be exactly as shown below –

- Employee#
- Plan Date
- Entitlement Group
- Entitlement Plan
- Entitlement Bucket
- Units Accrued
- Units Carry-Over
- Units Balance
- Units Used
- Rate Accrual
- Hire Date
- Service Hours
- Hours Worked in the Month
- Hours Worked in the Year
- Stored Hours Worked
- Source

Here is an example of a file to be imported:



If the header row contains optional fields but no data is to be imported into those fields, a comma must be included as a placeholder for that field.

Entitlement Transfer

The **Entitlement Transfer** function will transfer existing **Employee Entitlement Plans** record(s) to a different Entitlement Group and/or Plan. The employees' Entitlement Group in **Employee Direct** will be updated with the transfer to Entitlement Group. The Entitlement Eligibility Date will not be updated. If a change is required to this date, navigate to the **Employee Direct** function to update the date, as required.

Select whether you wish to select an employee population by organization structure, by payroll processing group, by legal entity or by employee.

The screenshot shows the 'Entitlement Transfer' dialog box. It features a title bar with the text 'Entitlement Transfer' and standard window controls. Below the title bar is a menu bar with 'File', 'Selection', and 'Help'. The main area is divided into two sections: 'FROM' and 'TO'. Each section contains a red label '*Entitlement Group:' followed by a dropdown menu, and a label 'Entitlement:' followed by a dropdown menu showing '*no value'. Below these sections are two radio buttons: 'Job Server' (selected) and 'Local'. At the bottom of the dialog are three buttons: 'Transfer', 'Exit', and 'Help'.

The **From Entitlement Group** and **To Entitlement Group** are required fields. You may only select these fields or you may also include the **From Entitlement Plan** and the related **To Entitlement Plan**. If you decide not to select an Entitlement Plan the system will transfer equivalent plans i.e. sick to sick, vacation to vacation. Click on Submit to transfer the selected entitlements or Cancel to reset your selections.

Note: The **Entitlement Transfer** function will not copy **Pending Payment** data to the new plan. It is recommended you do not transfer employees who have pending payment amounts.

Employee Entitlement Plans

For entitlement plans defined as paid sick leave, additional fields will appear in **Employee Entitlement Plans**: Hours Worked This Period, Hours Worked This Month, Hours Worked This Year and Remaining Earned Hours. For paid sick leave for a Puerto Rico plan, only the first three fields will be shown; the Remaining Earned Hours does not apply and therefore will not appear for Puerto Rico plans.

Employee Entitlement Plans	
Employee Number: 3071	Entitlement Group: Value PST Group
Employee Plan Date: 01/01/2016	Entitlement: PST-30-40Mx-40C
Length of Service: 2 Yr. 8 Mo.	Entitlement Bucket Code: Paid Sick S42
Hours Accrued: 0.000	Last Calculated Hours: 1.000
Hours Carried Over: 7.000	Date Last Updated: 01/15/2016
Pending Hours Accrued: 1.000	Source Of Entry: PR Update
Hours Available: 0.000	Date Of Hire: 07/23/2013
Hours Adjustment: <input type="text" value="0.000"/>	
Pending Hours Used: 0.000	Hours Worked This Period: 40.000
Hours Used: 0.000	Hours Worked This Month: 40.000
Hours Balance: 8.000	Hours Worked This Year: 50.000
	Remaining Earned Hours: 20.000
Comments: <input type="text"/>	
<div>Save Cancel Help</div>	