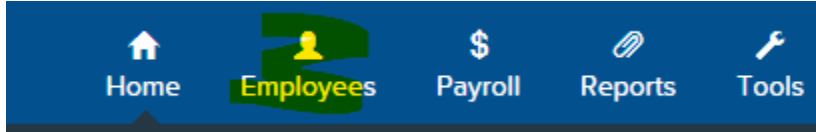



How To Add An Accrual Plan To An Employee In PPX

Existing Employee:

Click the Employee tab at the top right





Find the employee you need to update the accrual plan on and click their ID Card

	<p>Kimmy Kardashian</p> <p>EmployeeID 888783</p> <p>Work Phone</p> <p>Home Phone</p>	<p>Division 0 - Default</p> <p>Department 1 - Operations</p> <p>Email</p>
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The box that you will need to edit is titled **PAY** – Click the **Pencil** to edit the fields in the box and find the **Accrual Plan** drop down and choose your accrual plan for that individual employee. **Please note:** There may be multiple accrual plans showing or only one plan depending on what you have given CPS to setup. Should you need assistance on which one to choose from please contact your Client Relations Specialist.

PAY		
Rate 1:	<input type="text"/>	Effective Date: <input type="text"/>
Rate 2:	<input type="text"/>	Effective Date: <input type="text"/>
Rate 3:	<input type="text"/>	Effective Date: <input type="text"/>
Salary:	<input type="text"/>	Effective Date: <input type="text"/>
Default Hours:	<input type="text"/>	Accrual Plan: <input type="text"/>
Pay Frequency:	<input type="text" value="Weekly"/>	Minimum Wage: <input type="text"/> 
<input type="checkbox"/> Include in Time & Labor		

Make sure to always click on the **check mark** to save the changes.

PAY  

Rate 1:	<input type="text" value="0.0000"/>	Effective Date:	<input type="text"/>
Rate 2:	<input type="text" value="0.0000"/>	Effective Date:	<input type="text"/>
Rate 3:	<input type="text" value="0.0000"/>	Effective Date:	<input type="text"/>
Salary:	<input type="text" value="\$0.00"/>	Effective Date:	<input type="text"/>
Default Hours:	<input type="text" value="00.00"/>	Accrual Plan:	<input type="text" value="Full-Time"/>
Pay Frequency:	<input type="text" value="Weekly"/>	Minimum Wage:	<input type="text"/>

Include in Time & Labor