

Managing Benefit Accruals in ADP® Time & Attendance

1. Select People and Process > Employees > Accrual Balances.



2. The selected employee's Accrual Balances display on the right. For more detail, click the Accrual Definition.

😋 3 of 3 🖸	Smith, Steven 🗵	٩	<status active="" is=""></status>	✓ 🍸 🗉
	Position ID: 3 Supervisor:	Pay Class: HOURLY Home Department:	St	atus: Active
ACCRUAL	DEFINITION		ACCRUAL TYPE	BALANCE
Paid Time	Off Accrual Definition (PTO)		Hours	38.16

3. For an itemized transaction history, click the number in the Total Hours Balance row. To adjust this employee's balance, click the Adjust button. To pay out this employee for unused time off, click the Cash Out button.

Note: For further details, click the number in the Total Hours Balance row.

Smith, Steven (3) 🕕			
Accruals - Detail			
Accrual Definition: Paid Time O	ff Accrual Definition (PTO) Last Award Date: 08/23/20XX		
Type: Hours	Last Purge Date: 08/28/20XX		
TRANSACTION TYPE		YEAR TO DATE	ALL
Awarded		6.16	6.16
Used		-8.00	-8.00
Initialize		40.00	40.00
Total Hours Balance:			38.16
CASH OUT	ADJUST		



- 4. To adjust this employee's balance, complete the Adjust fields:
 - a. Adjustment Type: Select Adjustment.
 - b. Amount: Type the number of hours by which you want to adjust the balance. To remove hours, type a minus sign (-) before the amount, for example, -8.00. To add hours, type the number of hours you would like to add, for example, 8.00.
 - c. Transaction Date: Type the date to which you want to apply the adjustment.
 - d. Notes: Type a summary for this adjustment. This employee can view this note.
 - e. Click Submit. An Adjusted line displays in the employee's accrual record when complete.

Adjustment Type:			
Amount:	8.00 Hours		
Transaction Date:	8/31/20XX 🛗		
Notes:	Added 8 hours for working on his birthday.		

Important: Cash Out submissions are irreversible.

- 5. To pay out this employee for unused time off, complete the Cash Out fields:
 - a. Amount: Type the total number that you want to cash out.
 - b. Pay Date: Type a date in the current pay period, for example, today's date.
 - c. Pay Code: Select the type of hours to cash out, for example, VACATION.
 - d. Notes: Type a summary for this adjustment. This employee can view this note. Important: Cash Out submissions are irreversible.
 - e. Click Submit. A Cashed Out line displays in the employee's accrual record and Individual Timecard when complete.

Amount:		38.16	Hours
Pay Date:	8/31/20XX 🛗		
Pay Code:	PTO Q		
Use Pay Code	Rate Calculation		
Override Rate	9 2	0.0000	
Notes:	Paid out for unuse	ed PTO.	

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