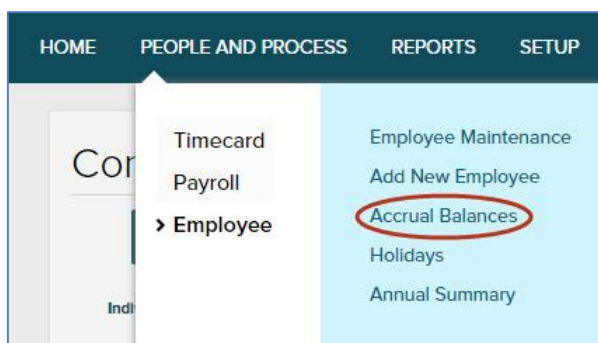




## Managing Benefit Accruals in ADP® Time & Attendance

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.

Accrual Balances ?

3 of 3 Smith, Steven  
Position ID: 3 Supervisor:  
Pay Class: HOURLY Home Department:  
<status is active> Status: Active

ACCRUAL DEFINITION	ACCRUAL TYPE	BALANCE
<b>Paid Time Off Accrual Definition (PTO)</b>	Hours	38.16

Add New

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) i

Accruals - Detail

Accrual Definition: Paid Time Off 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.

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.