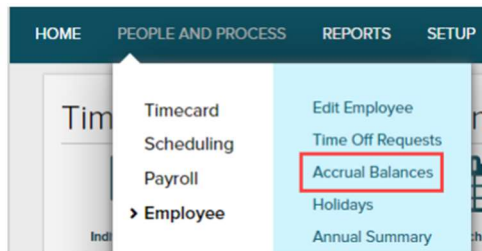


Accruals/PTO – View & Manage Employee Accrual Balances in ADP Time & Attendance

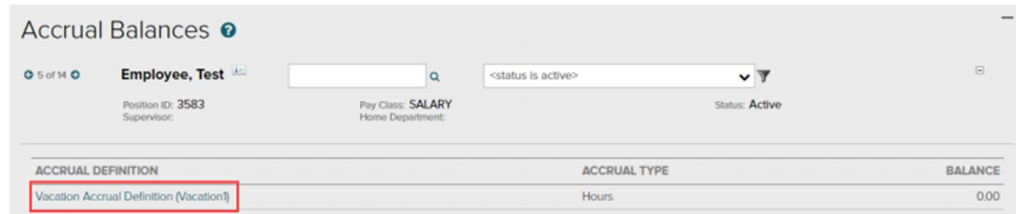
View and Manage Employee Accrual Balances

RUN Administrator: Log onto runpayroll.adp.com, select the **Time** (🕒) icon from the left navigation bar.
Time & Attendance Administrator: Log into <https://time.adp.com>.

1. Select **People and Process > Employee > Accrual Balances**.



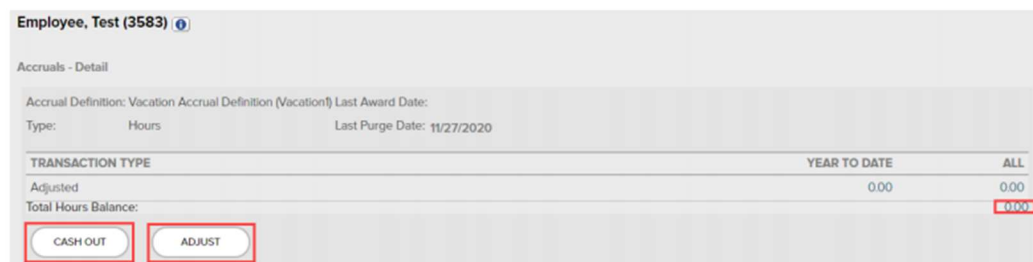
2. The selected employees Accrual Balances will display on the right. For more detail, click the Accrual Definition.



The screenshot shows the 'Accrual Balances' page for 'Employee, Test'. It includes a search bar, a dropdown menu set to '<status is active>', and a table of accrual definitions. The 'Vacation Accrual Definition (Vacation)' row is highlighted with a red box.

ACCRUAL DEFINITION	ACCRUAL TYPE	BALANCE
Vacation Accrual Definition (Vacation)	Hours	0.00

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



The screenshot shows the 'Employee, Test (3583)' page. The 'Accruals - Detail' section displays the accrual definition 'Vacation Accrual Definition (Vacation)' and a table of transaction types. The 'Total Hours Balance' row is highlighted with a red box, and the 'CASH OUT' and 'ADJUST' buttons are also highlighted with red boxes.

TRANSACTION TYPE	YEAR TO DATE	ALL
Adjusted	0.00	0.00
Total Hours Balance:		0.00



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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.
 - To add hours, type the number of hours you would like to add.
 - c. **Transaction Date:** Type the date to which you want to apply the adjustment.
 - d. **Notes:** Type a summary for this adjustment. The employee can view this note.
 - e. Click **Submit**.
 - An Adjusted line displays in the employee's accrual record when complete.

The screenshot shows the 'Adjust' form with the following fields and values:

- Adjustment Type:** A dropdown menu set to 'Adjustment'.
- Amount:** A text input field containing '8.00' followed by 'Hours'.
- Transaction Date:** A date picker set to '11/27/2020'.
- Notes:** A text area containing 'Added 8 hours for working on their birthday'.
- Buttons:** 'SUBMIT' and 'CANCEL' buttons at the bottom.

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. The employee can view this note.
 - Important: Cash Out submissions are completely irreversible.
 - e. Click **Submit**. A Cash Out record displays in the employee's accrual record and Individual Timecard when complete according to the Pay Date entered.

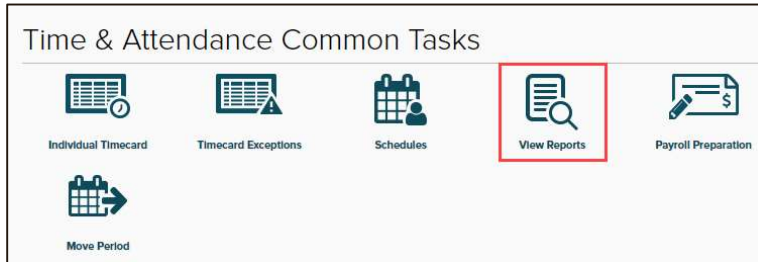
The screenshot shows the 'Cash Out' form with the following fields and values:


- Amount:** A text input field containing '40.00' followed by 'Hours'.
- Pay Date:** A date picker set to '12/20/2022'.
- Pay Code:** A dropdown menu set to 'PTO'.
- Rate Calculation:** Radio buttons for 'Use Pay Code Rate Calculation' (selected) and 'Override Rate'.
- Override Rate:** A text input field containing '0.0000'.
- Notes:** A text area containing 'Cash Out'.
- Buttons:** 'SUBMIT' and 'CANCEL' buttons at the bottom.

Accruals/PTO – View & Manage Employee Accrual Balances in ADP Time & Attendance

View and Download Accrual Balance Reports

- From Time & Attendance Common Tasks select **View Reports**.



- ADP Time & Attendance offers two reports.
 - **Accrual Report:** Summary of transaction types.
 - Please note that these balances include all transactions and are not separated by year
 - Indicates last transaction type date and total amount for all time
 - **Employee Accrual Detail Report:** Detailed view of all transactions per type.
 - Indicates transaction dates and the amount per each
 - Accrual Adjustment notes are displayed for easy review
 - Total balance as of date of report is displayed
 - Will include all historical transaction data
- From the Standards Reports page, select the View Report icon. 
- The report will auto generate and open a new tab in your browser.

Accrual Report:

Accrual Report						
Date Range: ALL						
Company Code: RH2EM						
Last Name	First Name	Position ID	Transaction Type	Last Transaction Date	Amount	
Accrual						
Adams	John J	5000	Awarded	07/13/2021	400.00	
Hourly Vacation(Hourly Vacation)			Adjusted	06/17/2022	8.00	
			Used	06/10/2022	-8.25	
			Initialized	08/01/2021	160.00	
					Total	559.75 Hours
Paid Time Off(PTO)						
			Awarded	01/04/2021	577.24	
			Maximum Balance	01/01/2021	0.00	
			Adjusted	06/01/2022	40.00	
			Banked	11/20/2017	2.38	
			Used	12/25/2020	-32.00	
					Total	587.62 Hours



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- Transaction Type:
 - **Awarded:** Amount earned for one time award accrual types such as 1st of January, Employee Anniversary Date, or Fiscal Year
 - **Adjusted:** Amount corrected by account manager for employee through the Accrual Adjust option under Employees and Accrual Balances
 - **Used:** Amount taken by the employee since start of implementation
 - **Initialized:** Initial amount provided during implementation.
 - May show zero if the employee balance document is not completed or by request.
 - **Maximum Balance:** System generated transaction performed on each award to determine if employee has reached the stated maximum allowed balance an employee may have at any given time.
 - **Banked:** Used alongside per hours worked accruals. Shows banked awards for each hour worked.
 - **Carry Over:** System generated transaction performed for one time award accrual types such as 1st of January, Employee Anniversary Date, or Fiscal Year. Represents any hours greater than stated maximum allowed hours to transfer on next award date.
 - **Purged:** System generated transaction performed on date specified during implementation when requesting a balance to return to zero before next award.
- Transaction Date:
 - Date in which the transaction was performed on the system
- Amount:
 - The amount performed by each transaction type
 - This is not a running total but the actual value of the transaction
- Total:
 - Running total of all accrual transactions since implementation of program



Accruals/PTO – View & Manage Employee Accrual Balances in ADP Time & Attendance

Employee Accrual Detail Report:

Last Name	First Name	Position ID	Transaction Type	Transaction Date	User	Amount
Adams	John J	5000				
Hourly Vacation(Hourly Vacation)						
			Awarded	07/13/2017		80.00
			Awarded	07/13/2018		80.00
			Awarded	07/13/2019		80.00
			Awarded	07/13/2020		80.00
			Awarded	07/13/2021		80.00
			Adjusted	09/29/2021		0.00
Note: Changed Last Award Date from 07/13/2021 to 09/29/2021.						
			Adjusted	06/17/2022	ID604155504	-8.00
Note: PTO						
			Adjusted	06/17/2022	ID604155504	16.00
			Used	06/10/2022		-8.25
			Initialized	07/07/2021	EMPIMP	80.00
Note: Changed Last Award Date from 08/01/2021 to 07/07/2021.						
			Initialized	08/01/2021	EMPIMP	80.00
Note: Changed Last Award Date from 07/13/2020 to 08/01/2021.						
Total						559.75 Hours

- Transaction Type:
 - Includes all same transaction as the Accrual Report
- Transaction Date:
 - Date in which the transaction was performed on the system
- Amount:
 - The amount performed by each transaction type
 - This is not a running total but the actual value of the transaction
- Notes:
 - review notes added to accrual balance adjustments performed by administrator
- User:
 - Identifies user that made a change to the balance
 - Identify the user of the associated User ID by viewing the User List Report under View Reports
- Total:
 - Running total of all accrual transactions since implementation of program