ADP Time and Attendance Accrual and Time Off Request Questionnaire - Per Hours Worked

Date: _____

Company Code: _____

Company Name: _____

Contact Info: _____

** IF YOU NEED THE BALANCE AMOUNT TO REFLECT ON THE PAYSTUB PLEASE STOP HERE AND REACH OUT TO PAYROLL FOR ASSISTANCE. ***

Accrual Type

PER HOURS WORKED

1. What type of hours do you accrue/award?

☐ Vacation ☐ Sick ☐ Float ☐ PTO

☐ Personal ☐ Other - Please Specify Name: _____

2. Does this award apply to ALL Pay Classes/Pay Groups?

◯ Yes ◯ No, please specify (Example: Hourly, Salary, etc.)

_____

3. Do the employee's hours get purged to 0?

◯ Yes ◯ No

If yes: ☐ Anniversary Date ☐ Calendar Year ☐ Specific Date: _____

Copyright © 2022 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential.

4. Is there a max balance of hours that employees can have at one time?

Yes No If yes, how much? _____

**ADP Time and Attendance does not offer a hard stop on max balance. Once an employee reaches the set max balance the system will not continue to award until the employee uses times and brings down the balance. At that point, the system will begin to award until the max balance is reached again.

*Please update chart below with the settings for your Accrual/Award. *

Please note that for Per Hours Worked, the system does not automatically move the employee to the next tier. There will be a different pay class for each amount and the admin must manage moving employees to the next level when the time comes

BENEFIT TYPE Example: Vacation, Sick, etc.	PAY CLASS Example: Hourly, PT Hourly, Salary	YEARS OF EMPLOYMENT Example: 0-2yrs	HOURS AWARD Example: 2.5hrs or 3.45hrs

Copyright © 2022 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential.

Always Designing for People™

TIME OFF REQUEST OPTIONS:

5. Can employees request time off? ◯ Yes ◯ No

**If you answer NOto question 4 you may stop here. **

6. Please note the codes you want your employees to Request Time Off for.

☐ Vacation ☐ PTO ☐ Personal ☐ Float

☐ Other, Please Specify: _____

7. Are supervisors approving Time Off Request? ◯ Yes ◯ No

8. Which Admin will you select as a backup for your supervisor to approve Time Off Request?

Admin's Name: _____

FAQ's

What do these words mean?

Accruals: banked hours, award hours, time given to an employee for Paid time off, sick time, vacation time etc.

Pay class/ Pay Group: Full time employees, part time employee, Salary, 1099- contractor

Purge: to clear out, remove balance, take away

Copyright © 2022 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential.