Journyx Accrual Calculator

For Vacation, PTO and Sick Leave Time Management

Accruals - vacation, PTO, sick time, jury duty, and the like - are critical but difficult to manage aspects of employee time. The Journyx Accrual Calculator simplifies the process of dealing with these issues by providing a simple interface for the creation of specific accrual processes that can then be applied as needed to your existing users.

Assigning Accruals - Easier Than Ever

The Accrual Calculator allows you to create distinct Accrual Tiers for any number of accrual types for discrete employee categories (e.g., Full Time, Part Time), which detail the precise number of accrual hours that are granted to employees when the Accrual Calculator is run.

The Accrual Calculator can be run manually as desired or scheduled to run as a background task at specific intervals (e.g., Daily, Weekly, Monthly, Semi-Monthly) or on a custom schedule. The frequency at which you run the Accrual Calculator determines the rate at which the hours you establish for each accrual type are granted to your employees.

Exceptional Employees - Working With Unique Cases

Not all employees follow the standard accrual schedules of their employers; some become eligible for accruals faster while others are allowed to carry over more hours of a specific type of accrual than others. The Accrual Calculator allows you to configure Accrual Overrides for specific individuals on a case-by-case basis.

Suspending Accruals - Sometimes You Need A Break

The Accrual Calculator includes the ability to suspend accrual accumulation for specific individuals as needed, such as employees who have taken a leave of absence or are on sabbatical. Suspending accruals - and reinstating them - is as easy as checking a box.

Accrual Calculator Components and Features

The Accrual Calculator consists of three discrete components: two configuration components known as the Accrual Tier Manager and the Accrual Override Manager and the Accrual Calculator itself. These components work in conjunction with two custom fields created within Timesheet that provide the parameters for applying accrual calculations: Employee Accrual Start Date and Employee Accrual Type. Once these two fields have been established and populated for your workforce, the Accrual Calculator can get to work making the process of administering accruals for your company as easy as 1-2-3.

Accrual Tier Manager

The Accrual Tier Manager allows you to establish the basic rules for the various types of accruals that your employees are granted. By specifying the type of employee to whom an accrual is granted (e.g., Full Time or Part Time), the amount of time (in months) that an employee must have served before gaining the accrual (3 months is a common starting point), and indicating the amount of hours granted per period you can easily build a suite of accruals that Timesheet will then distribute automatically.

Accrual Override Manager

For employees with special arrangements, the Accrual Override Manager allows you to grant bonus months, accelerating the rate at which they become eligible for different accruals. Individual employees may also be granted special "carryover limit" attributes with this component, allowing specific individuals to carry more of their accrual balances over than others, if warranted by their employment agreements. Finally, the Accrual Override Manager can be used to suspend accrual grants for employees who may be on sabbatical or on a leave of absence.

Accrual Calculator

Once your Accrual Tiers and Overrides have been established, it's time to run the Accrual Calculator. The Accrual Calculator presents a preview of the changes and additions that will be made to your users' accrual balances before committing any changes. This preview clearly spells out how each user's balance has been increased based upon the Accrual Tiers and Accrual Overrides configured for your Timesheet installation.

By presenting a preview, the Accrual Calculator allows you the opportunity to double-check your disbursement of accrual hours and affords you a chance to make any changes to your Accrual Tiers and Accrual Overrides before committing to the allocation of accrual hours. Once you're comfortable with the accrual grants, you're ready to go and with the click of a button the accrual hours are assigned to your workforce.

The Accrual Calculator has been designed to accommodate a variety of accrual incrementing schedules, including daily, weekly, monthly, bi-monthly, and custom period disbursements. The frequency at which you run the Accrual Calculator is key in determining just how the hours you establish for each accrual type - using the Accrual Tier Manager - are assigned to your employees.

Pricing and Availability

The Journyx Accrual Calculator is available for Timesheet 7.7 and later. To schedule a demonstration of the Accrual Calculator or for pricing and purchasing information please contact your Journyx Sales representative today by calling (800) 755-9878 or via email at sales@journyx.com.