

Benefit Accruals

Does the complexity of your company's employee benefit policies make tracking and accountability impossible?

With complex time-off policies, the goal is to apply employee paid time off and leave rules accurately, consistently and cost-effectively. Attendance Enterprise 2.0 Benefit Accruals module automatically calculates virtually any series of conditions and rules for accumulating benefit time. Accrual rates and tracking can vary based on job position, seniority, employment status, or a variety of other conditions.

Baugman, Elizabeth A (West Bar, Management Staff, Management Crew #1) 01/01/08 to 12/31/08						
Last Name	First Name	ID	Badge Building	Department	Shift	Hired
Baugman	Elizabeth	105	2917 West Bar	Management Staff	Management Crew #1	12/08/04
Worked Hours Scheduled Hours						
6:00						
View Vacation Personal Change Remove Adjustments						
Vacation activity from 01/01/08 to 12/31/08 (earliest adjustment date is Dec-4-2004)						
Date		Credit	Debit	Balance		
01/01/08	Balance In			138.00		
01/01/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		146.00		
02/14/08	Debit 40.00 from benefit balance		40.00	106.00		
02/29/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		114.00		
03/25/08	Debit 6.00 from benefit balance		6.00	108.00		
03/31/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		116.00		
04/09/08	Debit 4.00 from benefit balance		4.00	112.00		
04/30/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		120.00		
05/31/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		128.00		
06/30/08	Rule Monthly Vacation Accrual credits 8.00 to benefit balance	8.00		136.00		

Benefit accruals automate and track employee benefit accumulation and usage.

Benefit Balance Information			
F or 08/08/08			
Last Name	First Name	ID Number	Sick
Applin	Penelope	112	1.10
Applin	Zelda	172	6.85
Applin	Elizabeth	300	3.37
Baugman	Elizabeth	105	42.25
Coleman	Hill	11	0.00
Jackson	Bob	198	0.00
Koehn	Lucia	142	0.00
Koehn	Olivia	154	0.00
McMurphy	Randall	666	0.00
Zoo	Prote	156	-44.00

Robust reporting lets supervisors review accrued benefits.

Immediate Return

Organizations that automate benefit accruals with Attendance Enterprise achieve the following results immediately:

- **Improved Productivity and Accuracy.** A configurable engine calculates company-defined leave rules automating all record keeping. Accuracy increases by eliminating error-prone manual calculations.
- **Customized Calculations.** Attendance Enterprise addresses even the most complex set of benefit accrual conditions — no matter the variety of policies.
- **Real-Time Tracking.** Benefit balances are available for each day of employment, letting organizations deliver real-time balances to managers and employees.
- **Increased Flexibility.** Benefits, accrual rates and tracking can vary based on job position, seniority, or employment status, and by other groupings. Accrual rates can also be based on employee activity such as worked hours, scheduled hours, or unscheduled shifts. Organizations can automate maximum accrual amounts, yearly carryover, and borrowing benefits.
- **Robust Reporting.** Attendance Enterprise reporting tools let organizations retrieve and analyze leave-related employee data — showing instantly which employees have high or low leave balances. Employee Self Service empowers employees with instant access to available leave time balances.



Stay in Compliance

Benefit Accruals automate the calculation, validation, and granting of leave time available to the employee. It improves compliance with corporate policies and bargaining agreements and minimizes an organization's exposure to leave liability and employee grievances. Benefit Accruals also consistently tracks FMLA and other mandated leave policies.

The screenshot shows a user interface for an employee named L. ATHERTON. The time is 3:44:12 PM on Fri Aug 8 2008. The user has options to Change PBI, Refresh, and Log Off. The interface includes navigation tabs for Request Partial Day Off, Request Full Day Off, and Request Vacation. A table displays benefit balances for 'Sick' leave, with columns for Date, Balance In, Credit, Debit, and Balance. The table shows a balance in of 16:00 on 08/09/07 and a balance out of 16:00 on 08/09/08. A note indicates sick activity from 08/09/07 to 08/08/08 with a earliest adjustment date of Jan-1-2007.

Date	Balance In	Credit	Debit	Balance
08/09/07	Balance In			16:00
08/09/08	Balance Out			16:00

Employees can efficiently review benefit balances and time off using Employee Self Service.

Automate Your Rules, Your Way

Activity-Based Benefit Accruals

The Benefit Accruals module automatically adds vacation, sick time, paid time off (PTO), and other types of leave time to an employee's account. Time off is accrued based on an employee's job, schedule, or other complex factors:

- Union membership
- Multiple job classifications
- Scheduled hours on the job
- Unscheduled hours on the job
- Work patterns

Seniority-Based Benefit Accruals

- Accumulate time based on length of service. For example, employees with up to five years' seniority get two weeks of vacation each year. After five years, employees receive three weeks of vacation, and after 10 years, employees receive four weeks of vacation.
- Credit leave time according to your rules: on employee anniversary dates, on the first of the year, incrementally each month, and so on.
- Use different accrual rates for different groups of employees. For example, part-time employees automatically receive less vacation than full-time employees.

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Employee Attendance Systems

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