



# 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 on Demand 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.



## Immediate Return

Organizations that automate benefit accruals with Attendance on Demand 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 on Demand 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 on Demand 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.

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Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

Benefit Accruals automate and track employee benefit accumulation and usage.

Pages: Benefits		Adams, Kathy		Next Empl. Location: L1	
Adams, Kathy (L1, CASHIER, S2)			01/01/11 to 12/31/11		
Last Name	First Name	ID	Badge Location	Depart	
Adams	Kathy	178	178 L1	CASHI	
Worked Hours	Scheduled Hours	Regular 1			
1715:42	1645:30	1715:42			
▶ Vacation ▶ Sick ▶ Personal ▶ Jury Duty ▶ Brvment 1 ▶ Brvment 2 ▶ Holiday <a href="#">Change</a> <a href="#">Remove Adjustments</a>					
Vacation activity from 01/01/11 to 12/31/11 (earliest adjustment date is Jun-7-2004)					
Date		Credit	Debit	Balance	
01/01/11	Balance In			138.00	
01/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		146.00	
02/14/11	Debit 40:00 from benefit balance		40.00	106.00	
02/29/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		114.00	
03/25/11	Debit 6:00 from benefit balance		6.00	108.00	
03/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		116.00	
06/15/11	Planned Absence		8.00	108.00	

## Stay in Compliance

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



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## 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.

Employee Benefit Balances				
Last 12 Months (FMLA) (02/16/10 to 02/15/11)				
Employee	ID Number	Badge	Pay Class	
Abbott, Bobby	10	10	Hourly 40	
	Date	Type	Sick	Vacation
	02/16/10	Balance In	40:00	45:47
	02/16/11	Balance Out	40:00	45:47
Browning, Jim	6	6	Hourly 40	
	Date	Type	Sick	Vacation
	02/16/10	Balance In	17:16	64:00
	02/16/11	Balance Out	9:16	64:00
Chen, Harry	16	16	Hourly 40	
	Date	Type	Sick	Vacation
	02/16/10	Balance In	40:00	107:00
	02/16/11	Balance Out	40:00	107:00

Robust reporting lets supervisors review accrued benefits.

12:57:57 PM		Christine Allen		
Tuesday, February 15, 2011		1245		
Request Day Off	Activity	Time Card		
Request Partial Day Off	Schedules	Personal		
Request Multiple Days Off	Benefits	Archives		
Leave a Message	Messages			
Help				
Vacation				
Personal				
Sick				
Vacation activity from 01/01/10 to 12/31/11 (earliest adjustment date is Nov-21-2010)				
Date		Credit	Debit	Balance
01/01/10	Balance In			0:00
02/13/11	Adjust benefit balance by 80:00			80:00
02/21/11	Planned Absence		8:00	72:00
01/01/12	Balance Out			72:00

Efficiently review benefit balances and time off using Employee Self Service.