

# HOW TO PERFORM EOY Vacation/Sick/ Personal



WHERE INNOVATION MEETS COMMODITIES

# VERIFY DATA



- **Payroll – End of Year Menu –**
  - Reset Accruals and Award VSP Time –
  - This step **MUST** be done regardless of:
    - VSP Program being used (Scheduled vs. Standard)
    - Award Frequency (End Of Year vs. Anniversary Date etc.)
    - Process should be run before First Payroll of New Year
  - “This Year Calculated Field” is checked each year when Benefits are awarded

	<input checked="" type="checkbox"/> Award Vacation	<input type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- This process “Unchecks” the “This Year Calculated Field” which allows the system to calculate going forward.

	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# VERIFY DATA



- Example Employee has:
  - Standard Method Vacation with an award on Anniversary Date
  - Scheduled Method Sick Time with award at End of Year

Employee ID  JACK FROST

Employee | Pay Rates | Earnings | Taxes | Deductions | Year-to-Date | VSP Awards | Personal | Notes

	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method	<input type="text" value="Standard"/>	<input type="text" value="Schedule"/>	<input type="text" value="Standard"/>
Award on	<input type="text" value="Anniversary Date"/>	<input type="text" value="End of Year"/>	<input type="text" value="Anniversary Date"/>
Eligibility Date	<input type="text" value="01012011"/>	<input type="text" value="01012011"/>	<input type="text" value="00000000"/>
Last Award Date	<input type="text" value="02012014"/>	<input type="text" value="00000000"/>	<input type="text" value="00000000"/>
Standard Award Factor	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
Standard Accrual Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carryover	<input type="text" value="15.0000"/>	<input type="text" value="1.0000"/>	<input type="text"/>
Partial Year Accrual	<input type="text" value=".0000"/>	<input type="text" value=".0000"/>	<input type="text" value=".0000"/>
Earned	<input type="text" value="14.0000"/>	<input type="text"/>	<input type="text"/>
Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balance	<input type="text" value="29.0000"/>	<input type="text" value="1.0000"/>	<input type="text" value=".0000"/>

# VERIFY DATA



Standard Vacation Award

Award  hours every  hours paid.

Standard Sick Award

Award  hours every  hours paid.

Standard Personal Award

Award  hours every  hours paid.

Awards Carryover

Standard

<input checked="" type="checkbox"/> Vacation	Max Hours	<input type="text" value="9999.00"/>
<input type="checkbox"/> Sick Pay	Max Hours	<input type="text" value=".00"/>
<input type="checkbox"/> Personal	Max Hours	<input type="text" value=".00"/>

Schedule

<input type="checkbox"/> Vacation	Max Hours	<input type="text" value="1000.00"/>
<input checked="" type="checkbox"/> Sick Pay	Max Hours	<input type="text" value=".00"/>
<input type="checkbox"/> Personal	Max Hours	<input type="text" value=".00"/>

Accrue Standard Awards

Accrue Vacation Awards to	<input checked="" type="checkbox"/>	Award Accruals on:	<input type="text" value="Anniversary Date"/>
Accrue Sick Awards to	<input type="checkbox"/>	Award Accruals on:	<input type="text" value="End of Year"/>
Accrue Personal Awards to	<input type="checkbox"/>	Award Accruals on:	<input type="text" value="End of Year"/>

- Payroll Setup Menu -
  - VSP Standard Awards Maintenance
  - VSP Scheduled Awards Maintenance

Schedule Type

Pay Type

Part Time

Years of Service	Award Hours	Description of Se
1.000	32.00	4 DAYS PER YEAR

# VERIFY DATA



- **First, Run Report without checking the Update Employee Records Box**
  - This will allow you to verify information without updating

A screenshot of a software window titled "prvspa Reset Accruals and Award VSP Time". The window has a menu bar with "File", "Records", and "User Manual". Below the menu bar is a toolbar with icons for file operations and navigation. The main area of the window contains several input fields and a checkbox. A red rectangle highlights the "Update Employee Records" checkbox at the bottom of the form.

Print Order		Name	
Beginning Employee ID	?	<input type="text"/>	First
Ending Employee ID	?	<input type="text"/>	Last
Beginning Department	?	<input type="text"/>	First
Ending Department	?	<input type="text"/>	Last
Update Employee Records		<input type="checkbox"/>	

# VERIFY DATA



- **PAYROLL END OF YEAR**

- Reset Accruals and Award VSP Time

- Verify Employee Information

- Vacation Time will not change, as it is awarded on Anniversary Date

- Sick Time will reset

Date 12/15/14		** Vacation, Sick and Personal Year-End Accruals **						privspa	Page	1	
Time 07:50:24		E OIL TEST Company			Preview Report			User: KJR			
Employee ID	Employee Name	===== Vacation =====			===== Sick =====			===== Personal =====			
		Previous Balance	Award Hours	Balance Due	Previous Balance	Award Hours	Balance Due	Previous Balance	Award Hours	Balance Due	
0000000105	FROST, JACK	29.0000		29.0000	1.0000	40.0000	41.0000				
1 Employees Totals:		29.0000	0.0000	29.0000	1.0000	40.0000	41.0000	0.0000	0.0000	0.0000	
Amount Due:				0.00				0.00			

# UPDATE DATA



- RUN PROCESS AGAIN, CHECKING UPDATE BOX

A screenshot of a software application window titled "prvspa Reset Accruals and Award VSP Time". The window has a menu bar with "File", "Records", and "User Manual". Below the menu bar is a toolbar with icons for file operations and navigation. The main area of the window contains several input fields and a checkbox. The fields are labeled "Beginning Employee ID", "Ending Employee ID", "Beginning Department", and "Ending Department", each with a question mark icon to its left and a dropdown menu to its right. The dropdown menu is currently set to "Name". At the bottom of the form, the text "Update Employee Records" is followed by a checked checkbox. This entire bottom section is circled in red.

prvspa Reset Accruals and Award VSP Time

File Records User Manual

Print Order Name

Beginning Employee ID ? [ ] First

Ending Employee ID ? [ ] Last

Beginning Department ? [ ] First

Ending Department ? [ ] Last

Update Employee Records

# VERIFY EMPLOYEE DATA RESET



- **This Year Calculated is now “Unchecked”**
  - Vacation Time remains the same – as it is awarded on Anniversary Date
  - Sick Time has been changed to 40 hours

Employee ID  JACK FROST

Employee | Pay Rates | Earnings | Taxes | Deductions | Year-to-Date | **VSP Awards** | Personal | Notes

	<input checked="" type="checkbox"/> Award Vacation	<input checked="" type="checkbox"/> Award Sick	<input type="checkbox"/> Award Personal
This Year Calculated:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method	<input type="text" value="Standard"/>	<input type="text" value="Schedule"/>	<input type="text" value="Standard"/>
Award on	<input type="text" value="Anniversary Date"/>	<input type="text" value="End of Year"/>	<input type="text" value="Anniversary Date"/>
Eligibility Date	<input type="text" value="01012011"/>	<input type="text" value="01012011"/>	<input type="text" value="00000000"/>
Last Award Date	<input type="text" value="02012014"/>	<input type="text" value="12152014"/>	<input type="text" value="00000000"/>
Standard Award Factor	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
Standard Accrual Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carryover	<input type="text" value="15.0000"/>	<input type="text"/>	<input type="text"/>
Partial Year Accrual	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>
Earned	<input type="text" value="14.0000"/>	<input type="text" value="40.0000"/>	<input type="text"/>
Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balance	<input type="text" value="29.0000"/>	<input type="text" value="40.0000"/>	<input type="text" value="0.0000"/>



# CONTACT INFO



- Any Questions?
  - Email: [support@iRely.com](mailto:support@iRely.com)
  - Web portal
- **IF YOU HAVE QUESTIONS CONTACT:**
- **[SUPPORT@IRELY.COM](mailto:SUPPORT@IRELY.COM)**
- or
- **ENTER A TICKET IN HELPDESK**
- **THANK YOU!**