## How to Associate Time Off with Employee Earning

- Open an employee record from Employees.
   Click Time Off tab under Employee tab.
- 3. Click Add grid icon.

| ntity  | General | Employee | User L     | ocations | Contacts  | Comments (0)   | History | Attachme  | nts (0) 🛛 I | Vessages C | ustom Audit Log (25 | }               |
|--------|---------|----------|------------|----------|-----------|----------------|---------|-----------|-------------|------------|---------------------|-----------------|
| letail | Taxes   | Earnings | Deductions | Time Of  | Time Ent  | ry Direct Depo | sit Tim | nesheet F | aychecks    |            |                     |                 |
| + Ado  | 1 × Rer | nove     |            |          |           |                |         |           |             |            | Time Off Informs    | tion            |
| ime O  | ffID    |          |            | De       | scription |                |         |           |             | Hours Left | Time Off ID:        | (None Selected) |
|        |         |          |            |          |           |                |         |           |             |            | Description:        |                 |
|        |         |          |            |          |           |                |         |           |             |            | Eligible Date:      |                 |
|        |         |          |            |          |           |                |         |           |             |            | Rate (Hours):       | 0.00 Per: 0.0(  |
|        |         |          |            |          |           |                |         |           |             |            | Rate Factor:        | 1.000           |
|        |         |          |            |          |           |                |         |           |             |            | Award On:           |                 |
|        |         |          |            |          |           |                |         |           |             |            | Max Earned:         | 0               |
|        |         |          |            |          |           |                |         |           |             |            | Max Carryover:      | (               |
|        |         |          |            |          |           |                |         |           |             |            |                     |                 |
|        |         |          |            |          |           |                |         |           |             |            | Time Off Hours      |                 |
|        |         |          |            |          |           |                |         |           |             |            | Last Award Date:    |                 |
|        |         |          |            |          |           |                |         |           |             |            | Hours Accrued:      |                 |
|        |         |          |            |          |           |                |         |           |             |            | Hours Earned:       | 0               |
|        |         |          |            |          |           |                |         |           |             |            | Hours Used:         | (               |
|        |         |          |            |          |           |                |         |           |             |            | Balancer            |                 |

- 0
- 4. Select time off type to associate.
- 5. Click OK toolbar button.



- 6. Set the value of the following fields:
  - a. Eligible Date
  - b. Rate Factor

| tity  | General | Employee | User       | Locations | Contacts      | Comments (0) | History Att  | tachments (0) | Messages Cu | stom Audit Log (2 | 5)                       |
|-------|---------|----------|------------|-----------|---------------|--------------|--------------|---------------|-------------|-------------------|--------------------------|
| tail  | Taxes   | Earnings | Deductions | s Time Of | Time Entr     | y Direct Dep | osit Timeshe | et Payched    | (5          |                   |                          |
| Add   | × Rei   | nove     |            |           |               |              |              |               |             | Time Off Inform   | ation                    |
| me O  | ff ID   |          |            | De        | scription     |              |              |               | Hours Left  | Time Off ID:      | PER (Year)               |
| R (Ye | ar)     |          |            | Pe        | rsonal Time C | Off (Year)   |              |               | 0           | Description:      | Personal Time Off (Year) |
|       |         |          |            |           |               |              |              |               |             | Eligible Date:    | 7/4/2016                 |
|       |         |          |            |           |               |              |              |               |             | Rate (Hours):     | 40.00 Per: 1.0( Week     |
|       |         |          |            |           |               |              |              |               |             | Rate Factor:      | 1.0000                   |
|       |         |          |            |           |               |              |              |               |             | Award On:         | Anniversary Date         |
|       |         |          |            |           |               |              |              |               |             | Max Earned:       | 100.                     |
|       |         |          |            |           |               |              |              |               |             | Max Carryover:    | 100.                     |
|       |         |          |            |           |               |              |              |               |             |                   |                          |
|       |         |          |            |           |               |              |              |               |             | Time Off Hours    |                          |
|       |         |          |            |           |               |              |              |               |             | Last Award Date   |                          |
|       |         |          |            |           |               |              |              |               |             | Hours Accrued:    | 0.                       |
|       |         |          |            |           |               |              |              |               |             | Hours Earned:     | 0.                       |
|       |         |          |            |           |               |              |              |               |             | Hours Used:       | 0.                       |
|       |         |          |            |           |               |              |              |               |             |                   |                          |

The rest of the fields must be disabled as the values for these will be from other fields.

- Click Earnings tab.
   Set the time off type in the Accrue Time Off dropdown on the earning where it will accrue.
   Set the time off type in the Deduct Time Off dropdown on the earning where it will deduct.

| activity activity  | ployee User Locations Contacts   | Lomments (U) History Attachments (U) Messa   | ges Custom Audit Log (26)  |  |                     |
|--|--|--|--|--|---------------------|
| letail Taxes Earni   | ings Deductions Time Off Time Ent  | try Direct Deposit Timesheet Paychecks   |  |  |                     |
| + Add X Remove   |  |  | Earning Informat   | ion  |                     |
| aming ID   | Description  | Amount Default Pay Group   | Earning ID:  | REG  |                     |
| πv   | Overtime Pay   | 16.50 📝 Weekly   | Description:   | Regular  |                     |
| EG   | Regular  | 11.00 🐱 Weekly   | Calculation Type:  | Fixed Amount                                   | ~                   |
| AC   | Vecation Pay   | 11.00 Weekly   | Linked Earning:  |  |                     |
|  |  |  | Amount   |  | 11.00               |
|  |  |  | Default Hours:   |  | 40.00               |
|  |  |  | Accrue Time Off:   | PER (Year)                                     | ~                   |
|  |  |  | Deduct Time Off:   |  | ~                   |
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## 10. Click Save button to save changes made.

| tity General Employ  | ee User Locations Contacts Co  | mments (0) History Attachm | ents (0) Messages ( | ustom Audit Log (26) |              |       |
|----------------------|--------------------------------|----------------------------|---------------------|----------------------|--------------|-------|
| etail Taxes Earnings | Deductions Time Off Time Entry | Direct Deposit Timesheet   | Paychecks           |                      |              |       |
| ⊢ Add 🗙 Remove       |                                |                            |                     | Earning Informat     | ion          |       |
| arning ID            | Description                    | Amount Default Pa          | iy Group            | Earning ID:          | DTV          |       |
| TV                   | Overtime Pay                   | 16.50 🔽 W                  | eekly               | Description:         | Overtime Pay |       |
| ig                   | Regular                        | 11.00 🗹 W                  | eekly               | Calculation Type:    | Overtime     |       |
| ۱C                   | Vacation Pay                   | 11.00 W                    | eekly               | Linked Earning:      | REG          |       |
|                      |                                |                            |                     | Rate Factor:         |              | 1     |
|                      |                                |                            |                     | Default Hours:       |              | 0     |
|                      |                                |                            |                     | Accrue Time Off:     |              |       |
|                      |                                |                            |                     | Deduct Time Off:     | PER (Year)   |       |
|                      |                                |                            |                     | E. L. CLDLL          |              |       |
| rning Taxes          |                                |                            |                     | Earning GL Distri    | aution       |       |
| Add × Remove         |                                |                            |                     | - Add X Kemo         | or.          | Parca |
| Tax ID               | Description                    | Туре                       | Paid By             | 54100 0000 00        | 1            | 100.0 |
| RIT.                 | Federal Income Tax             | USA Federal Tax            | Employee            |                      |              | 100.1 |
| FICA SS Employee     | FICA Social Security Employee  | USA Social Security        | Employee            |                      |              |       |
| FICA 55 Company      | FICA Social Security Company   | USA Social Security        | Company             |                      |              |       |
|                      |                                |                            |                     |                      |              |       |

11. Check the hours in Time Off tab.

- Open an employee record from Employees.
   Click Time Off tab under Employee tab.

## 3. Click Add grid icon.



- 4. Select time off type to associate.
- 5. Click OK toolbar button

| Add Time Off Types   |                          | ^ X |
|----------------------|--------------------------|-----|
| OK Cancel            |                          |     |
| Details              |                          |     |
| 🗄 Layout 🔍 Filter Re | cords (F3)               |     |
| Time Off ID          | Description              |     |
| PER (Year)           | Personal Time Off (Year) |     |
| SICK                 | 3 Days Sick Time         |     |
| Personal             | 3 Days Personal Time     |     |
| VAC (Year)           | Vacation Time Off(Year)  |     |
| VAC (Hour)           | Vacation Time Off(Hour)  |     |
|                      |                          |     |
|                      |                          |     |
|                      |                          |     |
| ⑦ 〇 ♀ Ready          |                          |     |

- 6. Set the value of the following fields: a. Eligible Date

  - b. Rate Factor





- 7. Click Earnings tab.
- 8. Set the time off type in the Accrue Time Off dropdown on the earning where it will accrue.



9. Set the time off type in the Deduct Time Off dropdown on the earning where it will deduct.

| ntity General Employ   | yee User Locations Contacts  | Comments (0) History Attachments (0) Messa   | ges Custom Audit Log (26)  | 1   |
|--|--|--|--|---|
| letail Taxes Earnings  | Deductions Time Off Time Ent   | ry Direct Deposit Timesheet Paychecks  |  |   |
| + Add × Remove   |  |  | Earning Informat   | ion   |
| aming ID   | Description  | Amount Default Pay Group   | Earning ID:  | REG   |
| ντν  | Overtime Pay   | 16.50 🔽 Weekly   | Description:   | Regular   |
| EG   | Regular  | 11.00 🔽 Weekly   | Calculation Type:  | Fixed Amount ~                                  |
| AC   | Vecation Pay   | 11.00 🗌 Weekly   | Linked Earning:  |   |
|  |  |  | Amount   | 11.00   |
|  |  |  | Default Hours:   | 40.00   |
|  |  |  | Accrue Time Off:   | PER (Year) ~                                    |
|  |  |  |  |   |
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| ty-Aaron P Ritter<br>Save Search Refre<br>tity General Employ<br>etail Taxes Earnings  | sh Deitte Undo Additional Terr<br>ree User Locations Contacts<br>Deductions Time Off Time Fint   | splate Archived Reports AFI Key 2-Step Verificats<br>Comments (II) History Attachments (II) Messa<br>Vo (Inter Denois) Timethere Proceedings   | on Close<br>ges Custom Audit Log (26)  | ^ □   |
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| ty - Aaron P Ritter<br>w Save Skerdh Refre<br>thy General Employ<br>estal Taxes Earnings<br>H Add X Remove<br>aming ID<br>Thy<br>EG<br>AdC | to Driete Undo Additional Terr<br>er Uter Loaditions Contacts<br>Debuttions Trime Off Time Ent<br>Description<br>Overtime Pay<br>Regular<br>Vacation Pay                         | ylete Archive Depoits AD Kry 2.5rg Venfront<br>Commercial (Missoy Associations) (Mess<br>y Direct Depoit) Timesheet Peydresis<br>Amount Defluit Peydresis<br>11.50 Z Weekly<br>11.00 Weekly    | eccut (m. cur)<br>pro Close<br>Earning Informat<br>Earning ID<br>Description:<br>Calculaton Type:<br>United Earning<br>Rate Fator:<br>Default Hours: | en<br>OTV                                       |

10. Click **Save** button to save changes made.

|   |  | comments (o) Priscory Attachment                                      | .s (0) Messages L                          | Audit Log (26)                   |              |                  |
|---|--|---|--|----------------------------------|--------------|------------------|
| Detail Taxes Earnings   | Deductions Time Off Time Entry   | / Direct Deposit Timesheet Pay  | ychecks                                    |                                  |              |                  |
| + Add X Remove  |  |   |  | Earning Informati                | on           |                  |
| Earning ID  | Description  | Amount Default Pay C  | šroup                                      | Earning ID:                      | OTV          |                  |
| στν   | Overtime Pay   | 16.50 🖌 Week  | зly  | Description:                     | Overtime Pay |                  |
| REG   | Regular  | 11.00 🖌 Week  | зly  | Calculation Type:                | Overtime     |                  |
| VAC   | Vacation Pay   | 11.00 Week  | ily  | Linked Earning:                  | REG          |                  |
|   |  |   |  | Rate Factor:                     |              | 13               |
|   |  |   |  | Default Hours:                   |              | 0.               |
|   |  |   |  | Accrue Time Off:                 |              |                  |
|   |  |   |  | Deduct Time Off:                 | PER (Year)   |                  |
|   |  |   |  | Earning GL Distrik               | ution        |                  |
| Enging Taxos  |  |   |  | + Add × Remo                     | ve           |                  |
| Earning Taxes   |  |   |  |                                  |              |                  |
| Earning Taxes<br>+ Add × Remove<br>Tax ID   | Description  | Type  | Paid By                                    | ExpenseAccour                    | it.          | Percen           |
| Earning Taxes<br>+ Add × Remove<br>Tax ID   | Description<br>Federal Income Tax  | Type<br>USA Federal Tax   | Paid By<br>Employee                        | ExpenseAccour                    | it.          | Percen           |
| Earning Taxes<br>+ Add X Remove<br>Tax ID<br>RT<br>RCA SS Employee                      | Description<br>Federal Income Tax<br>FICA Social Security Employee                                 | Type<br>USA Federal Tax<br>USA Social Security                        | Paid By<br>Employee                        | ExpenseAccour     54100-0000-001 | it.          | Percen<br>100.00 |
| Earning Taxes<br>+ Add × Remove<br>Tax ID<br>FIT<br>FICA SS Employee<br>FICA SS Company | Description<br>Federal Income Tax<br>FICA Social Security Employee<br>FICA Social Security Company | Type<br>USA Federal Tax<br>USA Social Security<br>USA Social Security | Paid By<br>Employee<br>Employee<br>Company | ExpenseAccour                    | It           | Percer<br>100.0  |

- 11. Check the hours in Time Off tab.
- From Payroll module, singe click the Employee and select and existing Employee record from the list.
   Under Employee > Time Off tab, click the Quick Add grid button. Add Time Off Types screen will be opened.

| C Employee - JDBarry   | * 🗆 ×               |
|--|---------------------|
| New Save Search Delete Undo Duplicate Timesheet History Close  |                     |
| Details Notes Taxes Earnings Deductions Time Off Attachments Time Entry  |                     |
| 💿 Quick Add 😑 Remove 🔺 Move Up 🔻 Move Down Time Off Informa  | tion                |
| Time Off ID Description Hours Left Time Off ID:  | (None Selected)     |
| Add Time Off Types   |                     |
| OK     Carcel       Image: Carcel     Image: Carcel       Image: Carcel     Image: Carcel       Image: Carcel     Personal       Image: Carcel     Personal | 0 Per: 0            |
| 🖉 😒 🖉   Ready  |                     |
| 🔞 🔮 💡 Ready  | 4 4 Page 1 of 1 ▷ ▷ |

3. Select the Time Off ID from the grid then click the OK button to populate in the Employee Time Off tab.

| C Employee - Jobany  |                     |                      |
|--|---------------------|----------------------|
| Image: Save Search Delete         Undot         Duplicate         Template         Timesheet         History         Close |                     |                      |
| Details Notes Taxes Earnings Deductions Time Off Attachments Time Entry  |                     |                      |
| ③ Add 🤤 Remove 🔺 Up 🔻 Down   | Time Off Informatio | n                    |
| Time Off ID Description Hours Left   | Time Off ID:        | Personal             |
| Personal Personal Time Off 0   | Description:        | Personal Time Off    |
|  | Eligible Date:      | 06/02/2014           |
|  | Rate (Hours):       | 160 Per: 1 Month ¥   |
|  | Award On:           | Anniversary Date     |
|  | Max Earned:         | 14                   |
|  | Max Carryover:      | 0                    |
|  |                     |                      |
|  |                     |                      |
|  | Time Off Hours      |                      |
|  | Last Award Date:    | 06/02/2015           |
|  | Hours Accrued:      | 14                   |
|  | Hours Earned:       | 14                   |
|  | Hours Used:         | 0                    |
|  | Balance:            | 14                   |
|  |                     |                      |
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- 4. Fill in the Time Off Hours Panel.
- Click the Save toolbar button.
   Under Employee > Earnings tab, select the Earning ID that was selected in Time Off ID.
   Select the Time Off ID from Associated Time Off panel.

- 8. Click the Save toolbar button to save the changes made.
   9. Click the Close toolbar button to close the Employee screen.