

# How to Associate Time Off with Employee Earning

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

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Employee' tab selected. The 'Time Off' sub-tab is active. In the top left of the 'Time Off' grid, the '+ Add' button is highlighted with a green box. The right-hand panel shows the 'Time Off Information' section with various input fields for Time Off ID, Description, Eligible Date, Rate (Hours), Rate Factor, Award On, Max Earned, and Max Carryover. The 'Time Off Hours' section at the bottom shows fields for Last Award Date, Hours Accrued, Hours Earned, Hours Used, and Balance.

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

The screenshot shows the 'Add Time Off Types' dialog box. The 'Details' tab is selected. A list of time off types is shown with checkboxes: 'Time Off ID', 'PER {Year}', 'SICK', 'Personal', 'VAC {Year}', and 'VAC {Hour}'. The 'PER {Year}' option is selected and highlighted with a green box. The 'OK' button in the top left is also highlighted with a green box.

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

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Time Off' tab selected. The 'PER (Year)' entry is selected in the grid. The right-hand panel shows the 'Time Off Information' section. The 'Eligible Date' field is set to '7/4/2016' and the 'Rate Factor' field is set to '1.000000'. Both fields are highlighted with green boxes. The 'Time Off Hours' section at the bottom shows fields for Last Award Date, Hours Accrued, Hours Earned, Hours Used, and Balance.



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.

Entity - Aaron P. Ritter

New Save Search Refresh Delete Undo Additional Template Archived Reports API Key 2-Step Verification Close

Entity General **Earnings** User Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (0)

Detail Taxes Earnings Deductions Time Off Time Entry Direct Deposit Timesheet Paychecks

+ Add X Remove

Earning ID	Description	Amount	Default	Pay Group
DTV	Overtime Pay	16.50	<input checked="" type="checkbox"/>	Weekly
REG	Regular	11.00	<input checked="" type="checkbox"/>	Weekly
VAC	Vacation Pay	11.00	<input type="checkbox"/>	Weekly

Earning Information

Earning ID: REG

Description: Regular

Calculation Type: Fixed Amount

Linked Earning: REG

Amount: 11.00

Default Hours: 40.00

Accrue Time Off: PER (Year)

Deduct Time Off: PER (Year)

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

Entity - Aaron P. Ritter

New **Save** Search Refresh Delete Undo Additional Template Archived Reports API Key 2-Step Verification Close

Entity General **Earnings** User Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (26)

Detail Taxes Earnings Deductions Time Off Time Entry Direct Deposit Timesheet Paychecks

+ Add X Remove

Earning ID	Description	Amount	Default	Pay Group
DTV	Overtime Pay	16.50	<input checked="" type="checkbox"/>	Weekly
REG	Regular	11.00	<input checked="" type="checkbox"/>	Weekly
VAC	Vacation Pay	11.00	<input type="checkbox"/>	Weekly

Earning Information

Earning ID: DTV

Description: Overtime Pay

Calculation Type: Overtime

Linked Earning: REG

Rate Factor: 1.50

Default Hours: 0.00

Accrue Time Off: PER (Year)

Deduct Time Off: PER (Year)

Earning Taxes

+ Add X Remove

Tax ID	Description	Type	Paid By
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	Employee
<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	USA Social Security	Employee
<input type="checkbox"/> FICA SS Company	FICA Social Security Company	USA Social Security	Company
<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	USA Medicare	Employee

Earning GL Distribution

+ Add X Remove

Expense Account	Percent
<input type="checkbox"/> 54100-0000-001	100.00 %

Edited Page 1 of 1

- 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.

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Time Off' tab selected. The grid has columns for 'Time Off ID', 'Description', and 'Hours Left'. The '+ Add' button in the top left of the grid is highlighted with a green box. The right-hand side of the window contains 'Time Off Information' and 'Time Off Hours' sections with various input fields.

4. Select time off type to associate.

5. Click **OK** toolbar button.

The screenshot shows the 'Add Time Off Types' dialog box. The 'OK' button is highlighted with a green box. The 'Details' tab is active, showing a list of time off types. The 'PER (Year)' option is selected, and its description is 'Personal Time Off (Year)'. Other options include 'SICK', 'Personal', 'VAC (Year)', and 'VAC (Hour)'.

6. Set the value of the following fields:

- Eligible Date
- Rate Factor

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Time Off' tab selected. The 'PER (Year)' entry is selected in the grid. The 'Time Off Information' section on the right has the 'Eligible Date' field set to '7/4/2016' and the 'Rate Factor' field set to '1.000000'. Both fields are highlighted with green boxes.



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

7. Click **Earnings** tab.

8. 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.

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Earnings' tab active. The 'REG' earning is selected, and the 'Deduct Time Off' dropdown is set to 'PER (Year)'.

Earning ID	Description	Amount	Default	Pay Group
OTV	Overtime Pay	16.50	<input checked="" type="checkbox"/>	Weekly
REG	Regular	11.00	<input checked="" type="checkbox"/>	Weekly
VAC	Vacation Pay	11.00	<input type="checkbox"/>	Weekly

Earning Information:

- Earning ID: REG
- Description: Regular
- Calculation Type: Fixed Amount
- Linked Earning: REG
- Amount: 11.00
- Default Hours: 40.00
- Accrue Time Off: PER (Year)
- Deduct Time Off: PER (Year)

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

The screenshot shows the 'Entity - Aaron P Ritter' window with the 'Earnings' tab active. The 'OTV' earning is selected, and the 'Deduct Time Off' dropdown is set to 'PER (Year)'.

Earning ID	Description	Amount	Default	Pay Group
OTV	Overtime Pay	16.50	<input checked="" type="checkbox"/>	Weekly
REG	Regular	11.00	<input checked="" type="checkbox"/>	Weekly
VAC	Vacation Pay	11.00	<input type="checkbox"/>	Weekly

Earning Information:

- Earning ID: OTV
- Description: Overtime Pay
- Calculation Type: Overtime
- Linked Earning: REG
- Rate Factor: 1.50
- Default Hours: 0.00
- Accrue Time Off: PER (Year)
- Deduct Time Off: PER (Year)

Earning Taxes:

Tax ID	Description	Type	Paid By
FT	Federal Income Tax	USA Federal Tax	Employee
FICA SS Employee	FICA Social Security Employee	USA Social Security	Employee
FICA SS Company	FICA Social Security Company	USA Social Security	Company
FICA MED Employee	FICA Medicare Employee	USA Medicare	Employee

Earning GL Distribution:

Expense Account	Percent
54100-0000-001	100.00 %

- Check the hours in **Time Off** tab.

- From Payroll module, single click the **Employee** and select an 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.

The screenshot shows the 'Employee - JDBarry' window with the 'Time Off' tab active. The 'Quick Add' button is highlighted, and the 'Add Time Off Types' dialog is open.

Time Off Information:

- Time Off ID: (None Selected)
- Per: 0

Add Time Off Types:

Time Off ID	Description
Personal	Personal Time Off
VAC	Vacation Time Off

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

The screenshot shows the 'Employee - JDBarry' application window. The 'Time Off' tab is selected in the top navigation bar. On the left, a table lists Time Off IDs. The first row, 'Personal', is highlighted with a red border. To the right of the table is a 'Time Off Information' panel with various input fields. Below that is a 'Time Off Hours' panel with summary statistics.

Time Off ID	Description	Hours Left
Personal	Personal Time Off	0

**Time Off Information**

Time Off ID: Personal  
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

4. Fill in the **Time Off Hours** Panel.
5. Click the **Save** toolbar button.
6. Under Employee > **Earnings** tab, select the Earning ID that was selected in **Time Off ID**.
7. 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.