

How to Create Time Off Type

- 1. Click **Time Off Types** from **Payroll** module.
- 2. If there are no time off types yet, new **Time Off Types** screen will be displayed directly. Otherwise, a list of existing time off types will be displayed.
- 3. Click **New** toolbar button.

Time Off Type

NewOpenRefreshExportClose

LayoutFilter Records (F3)4 record(s)

Time Off Type	Description
<input type="checkbox"/> VAC (Hour)	Vacation Time Off (Hour)
<input type="checkbox"/> VAC (Year)	Vacation Time Off (Year)
<input type="checkbox"/> Personal	3 Days Personal Time
<input type="checkbox"/> SICK	3 Days Sick Time

- 4. Set the value of the following fields:
 - a. Time Off ID
 - b. Description
 - c. Award On

Award On is the date where the accrued hours for time off can be received by the Employee.

- d. Rate (Hours)
- e. Per
- f. Period

Rate is the number of hours accrued while **Per** is the number that will determine the length of **Period**.

- g. Max Earned
- h. Max Carryover

Max Earned is the maximum number of hours that the Employee is entitled to while **Max Carryover** is the maximum number of hours that the Employee left the prior year and can add on to the next calendar year.

- 5. Click **Save** toolbar button to create time off type.

Time Off Types - PERSONAL (Year)

NewSaveSearchDeleteUndoUpdate Employee TiersUpdate Employee HoursClose

Details

Time Off ID:PERSONAL (Year)Award On:Anniversary Date

Description:Accrued personal time off - Yearly

Tiers

+ Insert x Remove

Years of Service	Description	Rate (Hours)	Per	Period	Max Earned	Max Carryover
1	Neophyte Level	40.00	1.00	Day	100.00	100.00
3	Sophomore Level	60.00	1.00	Day	150.00	100.00
5	Junior Level	80.00	1.00	Day	200.00	150.00
7	Senior Level	100.00	1.00	Day	250.00	150.00

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- 6. Newly created time off type should appear in the grid.

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- 2. If there are no time off types yet, new **Time Off Types** screen will be displayed directly. Otherwise, a list of existing time off types will be displayed.

- Click **New** toolbar button.

Time Off Type	
New	Open Refresh Export Close
Layout	Filter Records (F3) 4 record(s)
Time Off Type	Description
<input type="checkbox"/> VAC (Hour)	Vacation Time Off (Hour)
<input type="checkbox"/> VAC (Year)	Vacation Time Off (Year)
<input type="checkbox"/> Personal	3 Days Personal Time
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- Set the value of the following fields:
 - Time Off ID
 - Description
 - Award On

Award On is the date where the accrued hours for time off can be received by the Employee.

- Rate (Hours)
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Rate is the number of hours accrued while **Per** is the number that will determine the length of **Period**.

- Max Earned
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Max Earned is the maximum number of hours that the Employee is entitled to while **Max Carryover** is the maximum number of hours that the Employee left the prior year and can add on to the next calendar year.

- Click **Save** toolbar button to create time off type.

Time Off Types - PERSONAL (Year)						
New Save Search Delete Undo Update Employee Tiers Update Employee Hours Close						
Details						
Time Off ID:		PERSONAL (Year)		Award On:		Anniversary Date
Description:		Accrued personal time off - Yearly				
Tiers						
+ Insert x Remove						
Years of Service	Description	Rate (Hours)	Per	Period	Max Earned	Max Carryover
1	Neophyte Level	40.00	1.00	Day	100.00	100.00
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- Newly created time off type should appear in the grid.

- From Payroll module, single click the Time Off Types.
- If this is the first record you are to create, it will open directly the Time Off Types screen where you can add the Time Off. Otherwise, it will open the Time Off Type screen where existing Time Offs are displayed. Click the **New** toolbar button to open new Time Off Type screen.

Time Off Type	
New	View Refresh Close
Layout	Filter Records (F3) 1 records
Time Off Type	Description
<input type="checkbox"/> VAC	Vacation Time Off

3. Fill in the Time Off information.

Time Off Types - PERSONAL

New Save Search Delete Undo Update Employees Close

Time Off ID: PERSONAL

Earning ID: PAIDTIMEOFF

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

Sort Order: 0

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- a. **Time Off Id** is a unique Time Off type which can be associated with Employee. This will drive how the Employee earns time Off days.
 - b. Select an **Earning ID** by clicking the combo box drop down to which the Time Off will be associated.
 - c. In the **Description** field, enter the Time Off description.
 - d. Enter or select the **Eligible Date** by clicking the mini calendar button.
 - e. Enter the **Rate (Hour) PerPeriod**. The Rate is the amount of time accrued and Per Period is the Amount of accrual period needed to accrue the specified accrual rate.
 - f. Select the **Award On** by clicking the combo box drop down. This is the time interval required to award the accrued hours.
 - g. Enter the **Max Earned**. This is the maximum number of hours that the Employee is entitled to.
 - h. Enter the **Max Carryover**. This is the total number of hours that the Employee has left over from the prior year and will be carry over to the next calendar year.
4. Click the **Save** toolbar button to save the added Time Off Type.
 5. Click the **Close** toolbar button to close the Time Off screen