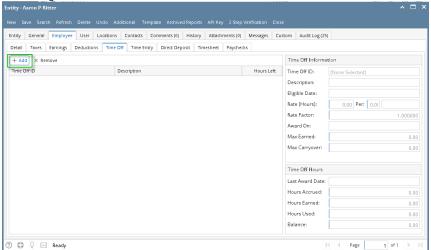
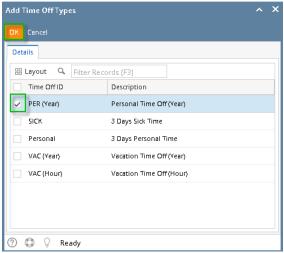
How to Associate Time Off with Employee Earning

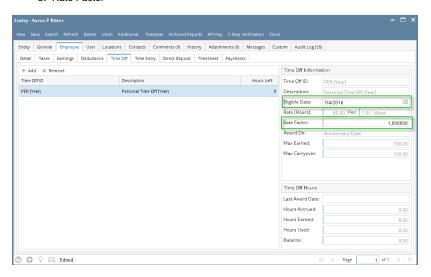
- Open an employee record from Employees.
 Click Time Off tab under Employee tab.
- 3. Click Add grid icon.



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



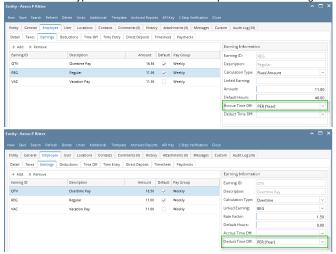
- 6. Set the value of the following fields:
 - a. Eligible Date
 - b. Rate Factor



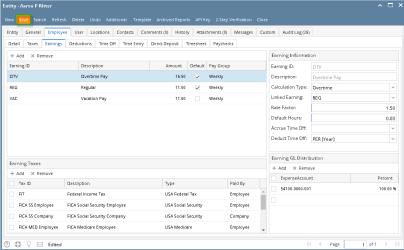


The rest of the fields must be disabled as the values for these will be from other fields.

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

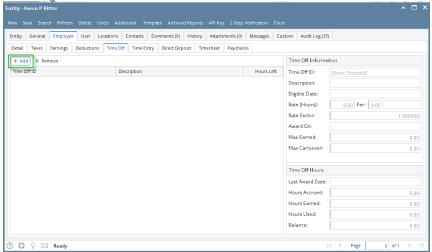


10. Click Save button to save changes made.

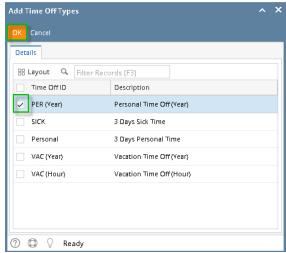


- 11. Check the hours in Time Off tab.
- 1. Open an employee record from **Employees**.
- 2. Click **Time Off** tab under **Employee** tab.

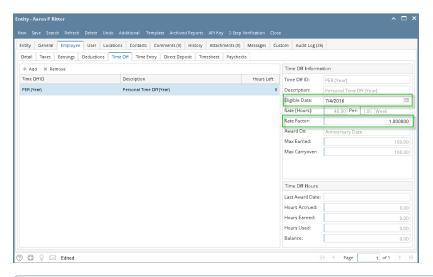
3. Click Add grid icon.



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



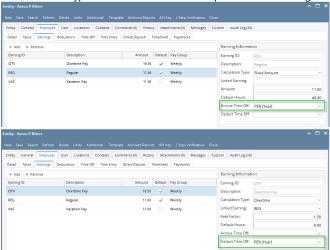
- 6. Set the value of the following fields:
 - a. Eligible Date
 - b. Rate Factor



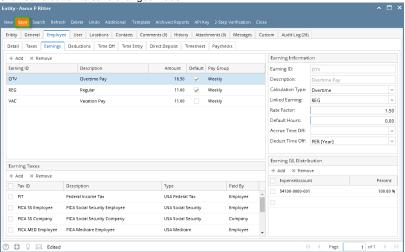
The rest of the fields must be disabled as the values for these will be from other fields.

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

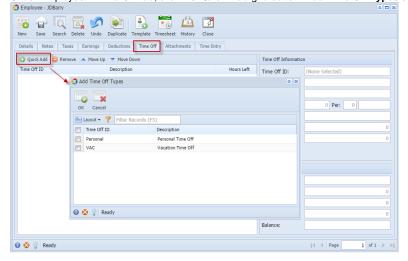
9. Set the time off type in the **Deduct Time Off** dropdown on the earning where it will deduct.



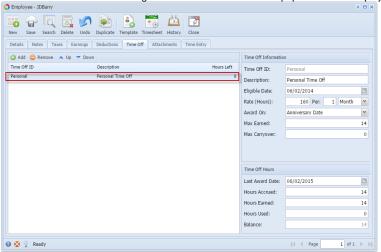
10. Click Save button to save changes made.



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



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



- 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.