

Easy Time Clock offers a way to calculate Paid Time Off accruals based on how many hours each employee works. We call this feature "Leave."

To get started, go to the **Features** tab, **Leave Category Setup**.

To allow employees to enter their own Leave time without an approval process, allow access to the **Leave menu**.

Assign a Full Name and an Abbreviated Name for your Leave Category and click Save Changes.

General Leave Settings

Leave menu accessible to Employee

To setup a new leave category enter the names and click New Leave

Full Name: Abbreviated Name:

After you create your leave categories go to [Assign Leave](#) to assign them to individuals

Leave	General Settings	Automatic Accrual Settings	Status	Remove
Full Name <input type="text" value="Sick Leave"/> Abbreviated Name <input type="text" value="Sick Lv"/> Internal Note (optional) <input type="text"/>	Display Leave Payroll Hours: <input checked="" type="radio"/> List Separately <input type="radio"/> Grouped Export Earning Code: <input type="text" value="05"/>	Earn after <input type="text" value="0"/> days Usable after <input type="text" value="90"/> days Every <input type="text" value="30"/> hours Accrue <input type="text" value="1"/> hours Max. Accrual <input type="text" value="24"/> hours	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/> Remove

If exporting to a payroll provider, enter an **Export Earning Code**.

List Separately to track all categories separate from each other.

Default settings match the requirements for the California Sick Leave Law.

Earn after: How many days after hire date before it will start accruing.

Usable after: How many days after hire date before it can be used.

Every ___ hours / Accrue ___ hours: With these settings, employees will earn 1 hour of Sick Leave for every 30 hours of work.

Max. Accrual: Cap the yearly accruals.

Next, we'll **Assign Leave**...

After creating your leave categories, you'll want to assign each employee to their designated categories.

Go to the **Features** tab, **Leave Assignment**.

(Or click "**Next**" at the bottom of the Leave Category Setup page.)

Leave Assign:
Check boxes to assign and Save Changes.

Carryover:
Enter any adjustment hours to correct balances.

Employee	Leave Assign <small>Check All</small>	This Year's Start Date <small>Copy Date</small>	Carryover	Advance Allowed	Earned After Start Date	Used After Start Date	Available	Accrual Report
Bathory, Elizabeth	<input checked="" type="checkbox"/> Sick	1/1/2016	0	0	0h 0m	0h 0m	0h 0m	Report Sick
Berkowitz, David	<input checked="" type="checkbox"/> Sick	1/1/2016	0	0	3h 0m	0h 0m	3h 0m	Report Sick
Bianchi, Kenneth	<input checked="" type="checkbox"/> Sick	1/1/2016	0	0	0h 0m	0h 0m	0h 0m	Report Sick
Bittaker, Larry	<input checked="" type="checkbox"/> Sick	1/1/2016	0	0	Less than 30	Less than 30	Less than 30	Less than 30
Brady, Ian	<input checked="" type="checkbox"/> Sick	1/1/2016	0	0	No hire date	No hire date	No hire date	No hire date

This Year's Start Date:
The date in which Leave hours roll over and post any carryover.

Advance Allowed:
Allows employees to use a certain amount of hours more than what they have available.

In order to accrue Leave appropriately, employees must have Hire Dates entered into the system.
To assign a Hire Date, go to the **Setup** tab, **Payroll Setup**.

For further assistance with Leave, contact Customer Service.

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