

So you've got your PTO accrual rules all set up and ready to start posting. But now the balances are all off! There are a few ways to adjust balances: **Zeroing Out** and **Finding the Difference**.

First Thing's First!

What not to do:

Let's say you are getting set up with ETC on June 25. Don't set the This Year's Start Date (TYSD) to the day you're starting! This will cause inconsistency when new employees are hired on later dates. We suggest always keeping the TYSD set to January 1, or the employee's anniversary date if accruing annually.

This Year's Start Date
Copy Date
6/25/2018
6/25/2018
6/25/2018

This Year's Start Date
Copy Date
1/1/2018
1/1/2018
1/1/2018

Features tab, PTO Balances

The Zeroing Out Method

If you're starting to track accruals in ETC at a certain point in the year but employees already have established balances, you may want to clear out all of the accruals starting from January 1. Then just enter the balance!

1. Click the "Edit" link associated with the category in which the employee has a balance.

Available	Edit Hours Earned
0h 0m	Edit Vacation 1
43h 25m	Edit Vacation 2-4
0h 0m	Edit Vacation 5+

Features tab, PTO Accrual Edit

2. Let's say the employee has a balance of 24 at the end of June and accruals should start in ETC on July 1. Highlight all accruals that should not apply and replace with "0." On the very last edited accrual, enter the employee's balance instead of a "0." After saving, you can enter a note explaining the edit.

Accrual Date	Hours Earned	Entry Notes
1/16/2018	3.34	Automatic semimonthly
2/1/2018	3.34	Automatic semimonthly
2/16/2018	3.34	Automatic semimonthly
3/1/2018	3.34	Automatic semimonthly
3/16/2018	3.34	Automatic semimonthly
4/1/2018	3.34	Automatic semimonthly
4/16/2018	3.34	Automatic semimonthly
5/1/2018	3.34	Automatic semimonthly
5/16/2018	3.34	Automatic semimonthly
6/1/2018	3.34	Automatic semimonthly
6/16/2018	3.34	Automatic semimonthly
7/1/2018	3.34	Automatic semimonthly
7/16/2018	3.34	Automatic semimonthly
Add New Entry		



Accrual Date	Hours Earned	Entry Notes
1/16/2018	0	Edited
2/1/2018	0	Edited
2/16/2018	0	Edited
3/1/2018	0	Edited
3/16/2018	0	Edited
4/1/2018	0	Edited
4/16/2018	0	Edited
5/1/2018	0	Edited
5/16/2018	0	Edited
6/1/2018	0	Edited
6/16/2018	24	Starting Balance
7/1/2018	3.34	Automatic semimonthly
7/16/2018	3.34	Automatic semimonthly
Add New Entry		

Finding the Difference

1. What is the employee's actual balance?

Features tab, PTO Balances

The employee has **24** Vacation hours.

Available	Edit Hours Earned
0h 0m	Edit Vacation 1
43h 25m	Edit Vacation 2-4
0h 0m	Edit Vacation 5+

2. What does the system say the balance is?

The system says **43 hours, 25 minutes**.

3. What's the difference?

True Balance

- System Balance

Difference

If you need to convert from hours/minutes to decimal for easier math, check out the filter at the top!

Hours Format

Balance	Earned After	Used After	Available	Edit
0.00				Edit Vacation 1
43.42				Edit Vacation 2-4
0.00				Edit Vacation 5+

So in this case, $24 - 43.42 = (-19.42)$

Features tab, PTO Accrual Edit

4. Add difference into accrual list.

Important: You can repeat any of the previous accrual dates, but do not make a new date! This can alter the accrual schedule and possibly miscalculate the employee's balance.

6/1/2018	3.34	Automatic semimonthly
6/16/2018	3.34	Automatic semimonthly
7/1/2018	3.34	Automatic semimonthly
7/16/2018	3.34	Automatic semimonthly
Add New Entry		
7/16/2018	-19.42	Balance Adjustment

Note:

Delete and Recalculate

If you "Delete and Recalculate" on the Accrual Edit page, it will permanently delete any manual entries, in addition to all accruals from previous years. Be very careful with this setting!