

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

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
	Edit Vacation 1
43h 25m	Edit Vacation 2-4
0 h 0 m	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 semimont	hly
7/16/2018	3.34	Automatic semimont	hly
		Add New Entry	

Features tab, PTO Balances



Finding the Difference

1. What is the employee's actual balance?

The employee has 24 Vacation hours.

2. What does the system say the balance is?

The system says 43 hours, 25 minutes.

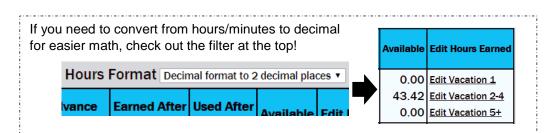
Available	Edit Hours Earned
0 h 0 m	Edit Vacation 1
43h 25m	Edit Vacation 2-4
O h O m	Edit Vacation 5+

3. What's the difference?

True Balance

- System Balance

Difference



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, <u>but do not make a new date!</u> 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
\triangleleft	7/16/2018	3.34	Automatic semimonthly
	Add New Entry		
\triangleleft	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!