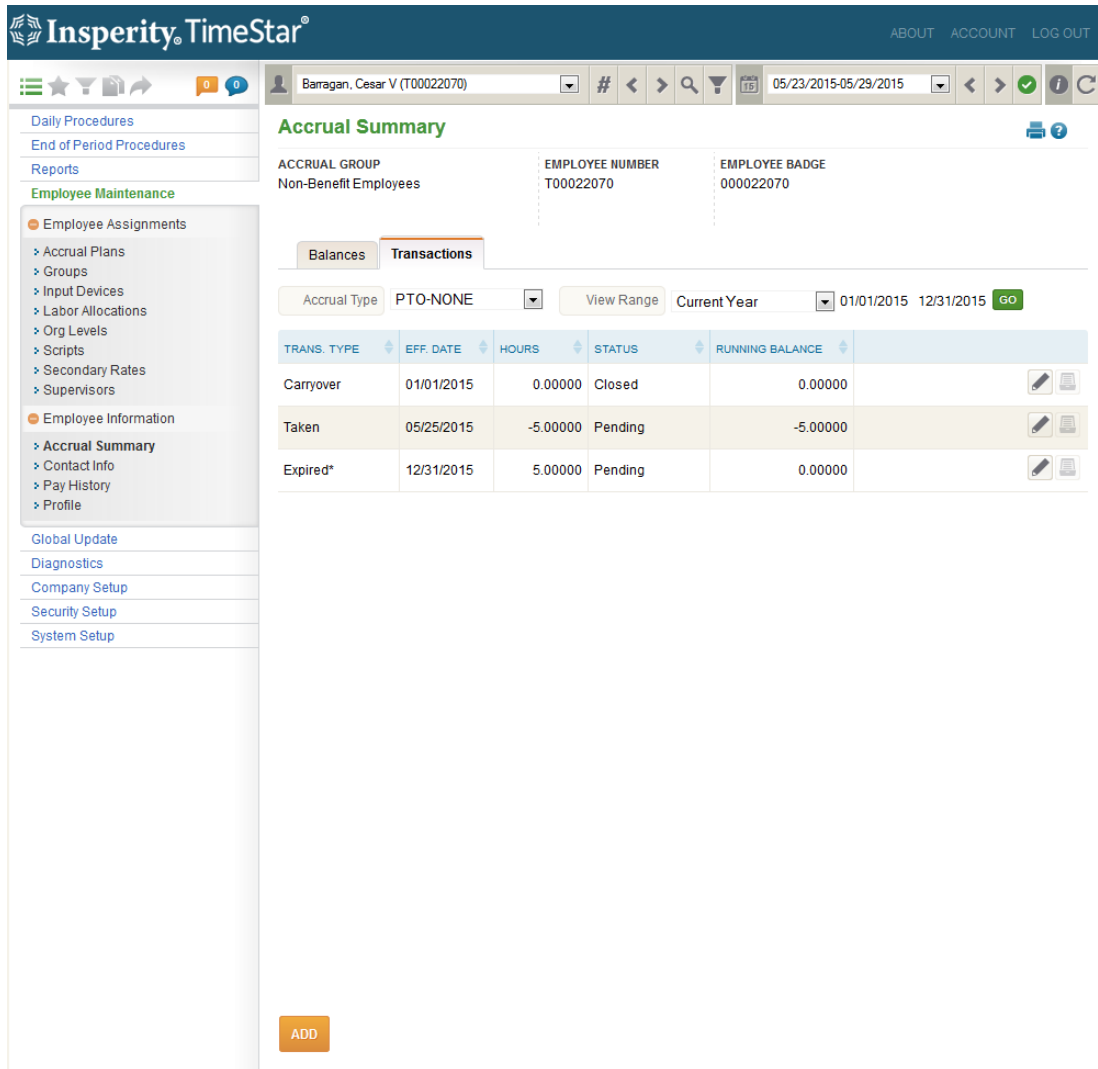


# TimeStar® Accruals Basics

Below are some of the common questions that come up regarding accruals in the TimeStar system.

## How do I read the Accrual Transactions page?

1. The Transactions tab is located on the Accrual Summary page. To change to this view, select the Transactions tab on the Accrual Summary page. An example of the Transaction view is below.



**Accrual Summary**

ACCURAL GROUP: Non-Benefit Employees  
 EMPLOYEE NUMBER: T00022070  
 EMPLOYEE BADGE: 000022070

Accrual Type: PTO-NONE | View Range: Current Year | 01/01/2015 - 12/31/2015

TRANS. TYPE	EFF. DATE	HOURS	STATUS	RUNNING BALANCE
Carryover	01/01/2015	0.00000	Closed	0.00000
Taken	05/25/2015	-5.00000	Pending	-5.00000
Expired*	12/31/2015	5.00000	Pending	0.00000

ADD

2. On this page, all accrual transactions will appear in a sequential list by effective date. Specific date ranges may be specified to view this page.

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- When this page is initially selected, the first accrual plan's transactions for the current pay period will be displayed. Use the Transaction Type drop-down to switch to another accrual plan. Use the View Range drop-down to view transactions by a different date range.

Field Name	Description
Trans.Type	The type of accrual transaction. Available transaction types include Accrual, Accrual Adjustment, Beginning Balance, Carryover, Carryover Adjustment, Expired, Manual Adjustment, Taken and Taken Adjustment.
Eff. Date	The effective date for the transaction type.
Hours	The hours amount of the transaction.
Pending	Indicator if the transaction is pending (taken or accrued in the current period or into the future). Transactions that are pending will be denoted with 'Pending' in the Pending column. Transactions that are no longer pending will be denoted with 'Closed' in the Pending column.

## Accrual Transaction Categories

Accrual Transaction Type	Description
Accrual	Accrual awards defined by your accrual plan rules
Beginning Balance	Generally the first accrual transaction during your initial startup with TimeStar
Carryover	This transaction will be first transaction in the new accrual year bringing the defined carryover amount from one accrual year into the accrual next (carryover amounts are defined by the accrual rules)
Carryover Adjustment	This transaction will generally always be negative as it is subtracting hours from one accrual year and bringing those hours into the next accrual year. You should see a 'Carryover' transaction on the first day of the next accrual year.
Expired	Any hours beyond the defined carryover amount, will expire at the end of the accrual year. This expired transaction will always be on the last day of the accrual year.
Manual Adjustment	Manual adjustments are made by the administrator and are used to make +/- adjustments to accrual balances. Any adjustments

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	will show in the 'Adjust' column on the accrual summary
Manual Taken	Similar to 'Manual Adjustment' these adjustment hours show in the 'Taken' column on the accrual summary.
Manual Accrual	Similar to 'Manual Adjustment' these adjustment hours show in the 'Accrual' column on the accrual summary.
Manual Carryover	Similar to 'Manual Adjustment' these adjustment hours show in the 'Carryover' column on the accrual summary.

## How do I make an accrual adjustment?


1. After logging into TimeStar, select the employee whose balance you wish to modify from the employee dropdown at the top of your screen.
2. Once you have the employee selected, navigate to Employee Maintenance > Employee Information>Accrual Summary > Transactions tab
3. Make sure that the "View Date Range" dropdown is set to "Current Year"
4. Click the "Add" button located in the bottom-left corner of your screen.
5. In the Detail View window, you may enter the transaction type. Available options are Manual Accrual, Manual Adjustment, Manual Carryover and Manual Taken.
6. For the "Adjustment Hours," enter the time you wish to remove as a negative number (ie. Removing 7.55 hours becomes -7.55) or the time you want to add as a positive number.
7. Select the date you wish this entry to take place (anytime from the start of this pay period into the future) and enter a comment explaining the reason for the entry.
8. Finally, click the "Save" button on the bottom-left. The accrual balance should now update and you should be able to see your new transaction on the Accrual Summary page under the Transactions tab.

Note - Adjustment hours entered with type Manual Accrual or Manual Taken will appear in the Pending Accrued or Pending Taken column on the Accrual Summary page until the pay period that includes the adjustment date is ended.


## How do I edit an accrual adjustment?

1. Select the Accrual Transactions tab.
2. Select the accrual type that contains the transaction.
3. Adjust the View Date Range if necessary to view the transaction.

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4. Click the  icon to the right of the record you wish to edit. Note – only manual adjustment transactions in the current period and forward may be edited. System generated transactions may not be edited at any time. The following screen will display:
5. In the Detail View box, edit the information. The only fields that may be edited for an existing transaction are transaction type, adjustment hours, effective date and comment.
6. Click Save.

## **To delete an adjustment:**

1. Click the  icon to the right of the record you wish to delete.
2. You will receive a warning message - if you wish to delete, click OK. If you wish to cancel, click Cancel.
3. TimeStar<sup>™</sup> may be configured to suspend employee accrual calculations for a period of time. Employee accruals will not calculate during the suspension period defined and will begin on the day after the suspension period.
4. To setup accruals suspension, the following steps are necessary in TimeStar<sup>™</sup>. Please contact Insperty Time and Attendance Professional Services for assistance.

## **How do I suspend accruals for an employee?**

In order to allow for the suspension of an accrual, the `te_accrual_calc_period_suspend` accrual script must be in place for the accrual plan that will suspend.

In the `ref_parameter` table, the 'ENABLE\_ACCRUAL\_SUSPENSION' value must be set to 1.

To place an employee's accrual plan on suspension, follow these steps:

1. Go to EmployeeMaintenance>Employee Assignments>Accrual Plans.
2. Select the Add suspension
3. Enter the suspension start and stop dates and a comment if you wish.
4. Select Save to add the suspension.

Note – if multiple suspensions are entered that overlap, the comment will display as the comment for the later time period.