TimeStar® Year End – Best Practices

As the end of the year approaches, there are a few processes that we recommend in order for your TimeStar system to continue functioning in the most efficient manner possible. Below, you will find details on how to do the following things:
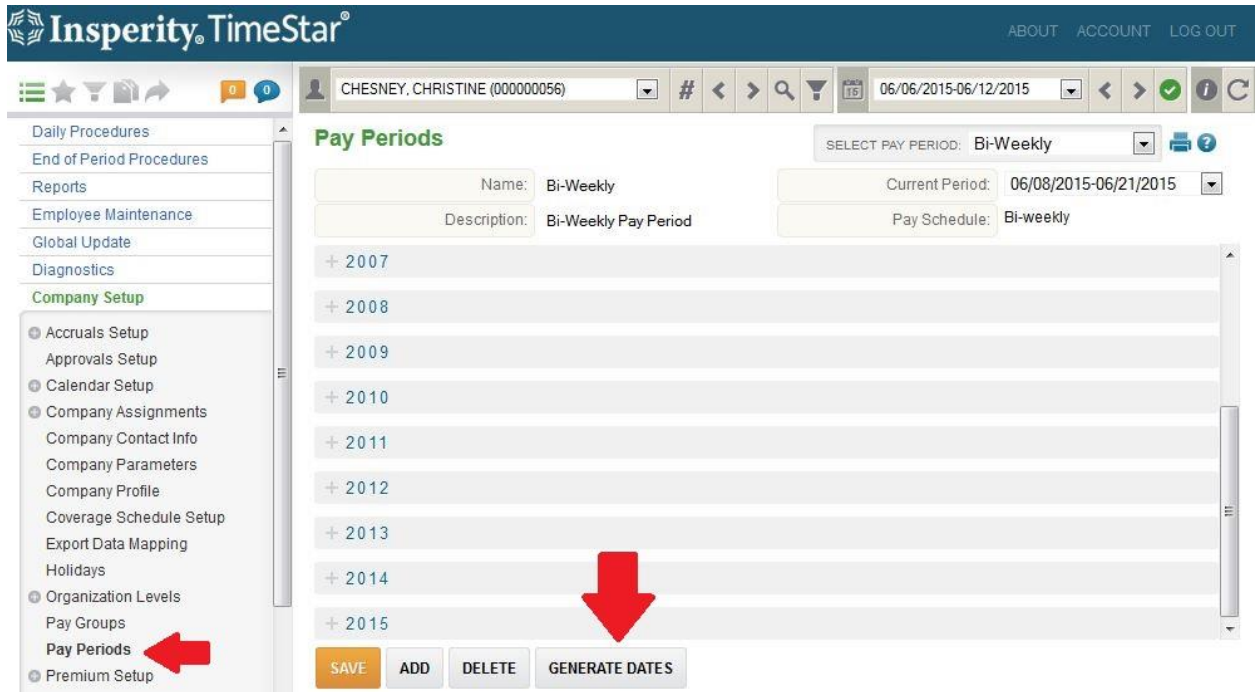
1. Create pay periods for the upcoming year.
   In order for employees to be able to request time off in the upcoming year, as well as enter time, you will need to create the pay periods. You can create pay periods for as many years in the future as you like, so if you would prefer not to have to do so every year end, you can create as many as you wish.
2. Create holidays for the upcoming year.
   If your company has paid or worked holidays, you will need to create those holidays. We highly recommend creating holidays prior to the date on which the holiday falls, in order to prevent any confusion or incorrectly paid days. Holidays can also be created as far into the future as you wish. Please note that you will need to change the dates of any holidays which change dates each year.
3. Assure that accruals over the year end work properly.
   It's unusual that the last pay period of the year and the end of the accrual year occur on the same day. This procedure will assure that your accrual year end and carryover hours are handled correctly.

Performing these tasks will assure that your TimeStar system continues to work correctly for you over the transition into the new year. If you have any questions about the instructions on the attached document, please feel free to contact Insperity's TimeStar support, and we will be happy to assist you!
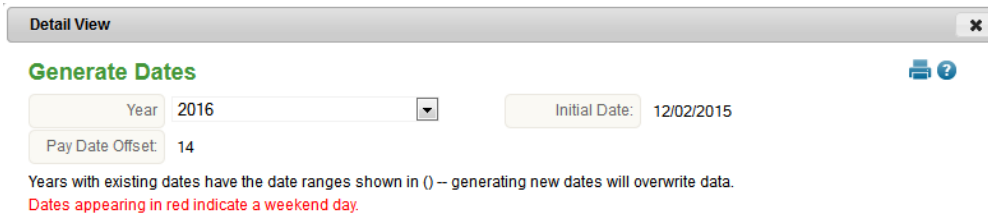
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Generate New Pay Periods.

1. Select Company Setup > Pay Periods.
2. Select the Generate Dates button.

3. The following screen will display:

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4. Choose the year from the drop down menu.
5. TimeStar will automatically fill in the Initial Date field to align with the day after your last pay period of the previous year.
6. Select the Generate Dates button to see a preview of the new year's dates. An example of what will display is shown below:

Detail View			✖

Generate Dates

Year	2016 ▼		Initial Date:	12/02/2015

Pay Date Offset:	14

Years with existing dates have the date ranges shown in () -- generating new dates will overwrite data.
Dates appearing in red indicate a weekend day.

#	START DATE	STOP DATE	PAY DATE
1	12/02/2015	12/15/2015	12/29/2015
2	12/16/2015	12/29/2015	01/12/2016
3	12/30/2015	01/12/2016	01/26/2016
4	01/13/2016	01/26/2016	02/09/2016
5	01/27/2016	02/09/2016	02/23/2016
6	02/10/2016	02/23/2016	03/08/2016
7	02/24/2016	03/08/2016	03/22/2016
8	03/09/2016	03/22/2016	04/05/2016

SAVE   GENERATE DATES

7. Verify the Start Date, Stop Date and Pay Date for the pay period listed are correct.
   a. If the dates are incorrect, update Year, Initial Date and/or Pay Date Offset and select the Generate Dates button again.
8. When all dates are accurate, select the Save Dates button.

NOTE: if your company generates accruals and/or utilizes the requests feature in TimeStar, it is best to generate 2 years' worth of pay periods. That way the employees can request time off at the end of the following year.

TimeStar will not allow employees to request time for a pay period that does not exist.
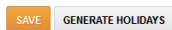
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Generate Company Holidays

1. Select Company Setup > Holidays.
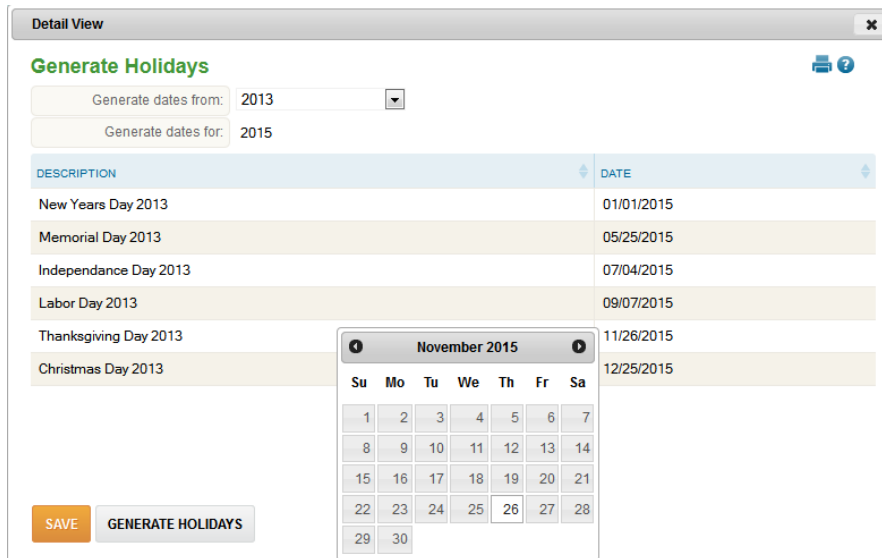2. Select the Generate Holidays button.
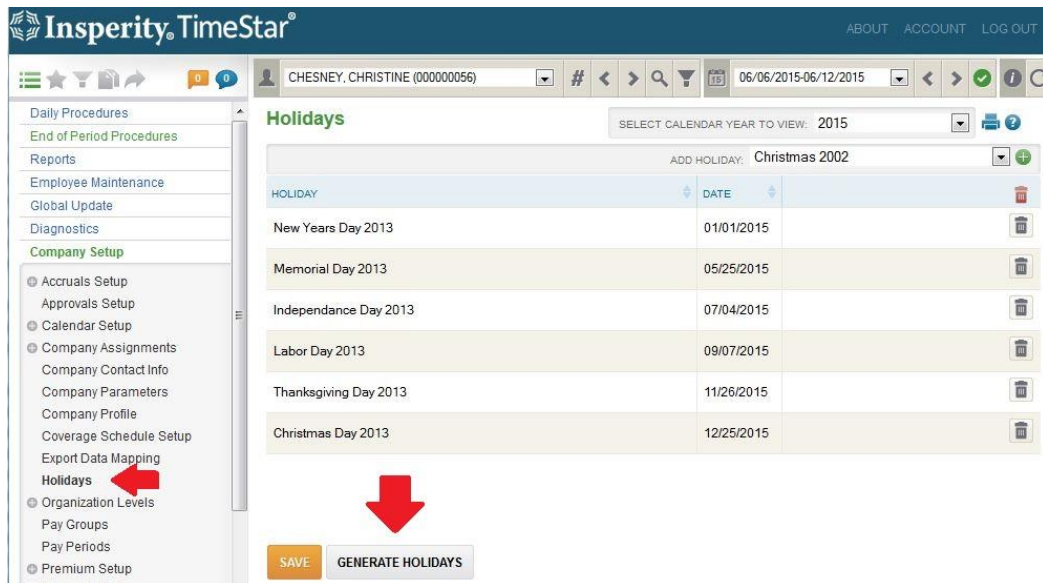

3. The following screen will display:

4. Select the year to generate the holiday list from.
5. Enter the year to generate holidays for.
6. Select the Generate Holidays button. The following screen will display:

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7. Holiday dates are generated using the previous year's information.
8. Adjust the dates to the <u>day the holiday is being paid</u> in the upcoming year by clicking on the date and selecting the correct date on the calendar that pops up.
   a. NOTE – if there are holidays that will not be paid in the new year, these will be corrected in the steps after selecting Save.
9. Select the Save button to finalize the holidays. The following screen will display:
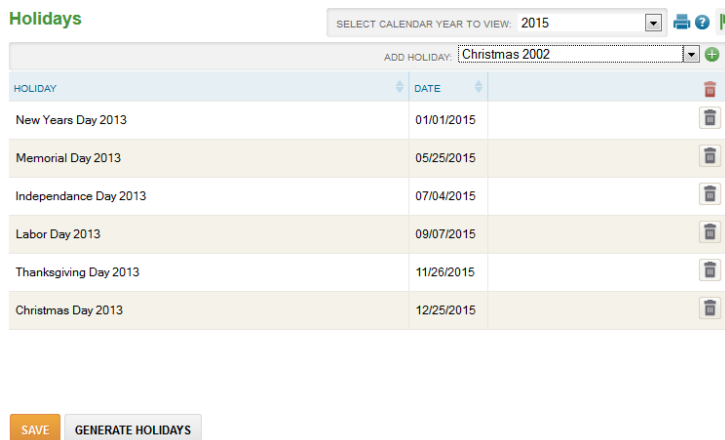
10. If there are holidays that are no longer being paid for the new year, use the trash can icon (🗑) on the right side of the holidays page.
11. If there are additional holidays that you need to add for the upcoming year, contact technical support by calling 800-314-8223.
12. If any holidays were removed, select the Save button to complete the process.

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Accruals view and expired transactions

If your accruals are based on calendar year, then at the end of the year, your system will **first expire and then award new** accrual balances. How you see this will depend on how your pay periods and awards are set up.

1. If your last pay period of the year ends on 12/31:

    a. When you view accrual summaries for the period that ends on 12/31, you will see **your remaining balance**.
    b. When you view accrual summaries for the period that begins on 1/1, you will see **carryover (if there is any) and a new pending accrued amount**.
    c. When viewing accrual transactions for the period that ends on 12/31, you will see **an expiration** that reduce the total to 0.

Trans. Type	Eff. Date	Hours	Status	Running Balance		
Expired*	12/31/2014	-13.50000	Pending	0.00000	✏️	ⓘ
Accrual	01/01/2015	24.00000	Pending	24.00000	✏️	ⓘ
Carryover	01/01/2015	0.00000	Pending	24.00000	✏️	ⓘ

    d. If you move your **Accrual Summary Period** view forward to the period that begins on 1/1, you will see a positive transaction that brings the accrual balance back up to whatever is correct for your setup.

       EXAMPLE:
       Your company allows 30 hours of PTO to carry over into a new year. Jane Smith has 50 hours left at the end of the year.
       When you look at her accrual summary for the period ending on 12/31, the balance will show 0.
       If you look at the accrual transactions page for that same period, you will see two negative adjustments: One will be for -30, and will show up as Carryover Adjustment; The other will be for -20 and will show up as Expired.
       When you move to the next period, that starts on 1/1, you will see a positive adjustment for 30 that shows up as Carryover.

2. If your last pay period of the year spans **over the** 12/31-1/1 **threshold**:

    a. When viewing the accrual summary for the **December (or current year's)** period, you will see that the accrual balance is whatever your company allows as carryover in addition to any accruals for that period.

b. When viewing the accrual transactions for that period, you will see negative adjustments that reduce the total to 0, then any positives to account for allowed carryover.

    EXAMPLE:
    Your company allows 30 hours of PTO to carry over into a new year. Jane Smith has 50 hours left at the end of the year.
    When you look at her accrual summary for the period spanning 12/31, the balance will show 30 hours plus whatever accrued for that period.
    If you look at the accrual transactions page for that same period, you will see two negative adjustments and two positive adjustments: One will be for -30, and will show up as Carryover Adjustment; The other will be for -20 and will show up as Expired.
    The positive adjustments will be 30 that will show as Carryover, and another that is the normal accrual for that period.