

We suggest keeping the This Year's Start Date (TYSD) at January 1 for consistency and accurate year-to-date totals. But this can potentially make your balances incorrect. Here are a few ways to adjust PTO balances and the best scenarios for each.

Features tab, PTO Balances

Deleting Unnecessary Accruals

1. Click "Edit" in the last column

Earned After Start Date	Used After Start Date	Available	Edit Hours Earned
24.90	0.00	24.90	Edit Vacation



Scenarios:

Starting time clock after January 1

Employee didn't qualify for accruals until later in the year

Features tab, PTO Accrual Edit

2. Highlight all accruals that should not apply and replace with "0."

Accrual Date	Hours Earned	Entry Notes
1/16/2017	1.66	Automatic semimonthly
2/1/2017	1.66	Automatic semimonthly
2/16/2017	1.66	Automatic semimonthly
3/1/2017	1.66	Automatic semimonthly
3/16/2017	1.66	Automatic semimonthly
4/1/2017	1.66	Automatic semimonthly
4/16/2017	1.66	Automatic semimonthly
5/1/2017	1.66	Automatic semimonthly
5/16/2017	1.66	Automatic semimonthly
6/1/2017	1.66	Automatic semimonthly
6/16/2017	1.66	Automatic semimonthly
7/1/2017	1.66	Automatic semimonthly
7/16/2017	1.66	Automatic semimonthly
8/1/2017	1.66	Automatic semimonthly
8/16/2017	1.66	Automatic semimonthly
Add New Entry		



Accrual Date	Hours Earned	Entry Notes
1/16/2017	0	Automatic semimonthly
2/1/2017	0	Automatic semimonthly
2/16/2017	0	Automatic semimonthly
3/1/2017	0	Automatic semimonthly
3/16/2017	0	Automatic semimonthly
4/1/2017	0	Automatic semimonthly
4/16/2017	0	Automatic semimonthly
5/1/2017	0	Automatic semimonthly
5/16/2017	0	Automatic semimonthly
6/1/2017	1.66	Automatic semimonthly
6/16/2017	1.66	Automatic semimonthly
7/1/2017	1.66	Automatic semimonthly
7/16/2017	1.66	Automatic semimonthly
8/1/2017	1.66	Automatic semimonthly
8/16/2017	1.66	Automatic semimonthly
Add New Entry		

3. Save Changes

Save Changes



Finding the Difference

1. What is the employee’s actual balance?

Let’s say in this example, the employee’s balance should be **16.5**.

Scenarios:

Employee had a balance before starting time clock

More complicated balance adjustments

2. What does the system say the balance is?

24.90

Earned After Start Date	Used After Start Date	Available	Edit Hours Earned
24.90	0.00	24.90	Edit Vacation

3. What’s the difference?

True Balance – System Balance = Difference

$$16.5 - 24.90 = (-8.4)$$

4. Add difference into accrual list.

Repeat last accrual date and enter positive or negative number. Make a note for future reference.

6/16/2017	1.66	Automatic semimonthly
7/1/2017	1.66	Automatic semimonthly
7/16/2017	1.66	Automatic semimonthly
8/1/2017	1.66	Automatic semimonthly
8/16/2017	1.66	Automatic semimonthly
Add New Entry		
8/16/2017	-8.4	Balance Adjustment

(Note: Changing the date of the last accrual on the list will readjust the accrual schedule.)

(Alternative)

Zero out all accruals and enter true balance.

6/16/2017	0	Automatic semimonthly
7/1/2017	0	Automatic semimonthly
7/16/2017	0	Automatic semimonthly
8/1/2017	0	Automatic semimonthly
8/16/2017	16.5	Automatic semimonthly
Add New Entry		

5. Save Changes

Save Changes ←

Remember:

Delete and Recalculate

If you “Delete and Recalculate” on the Accrual Edit page, it will permanently delete any manual entries. Make sure to notate your manual entries so that they can be added back in after recalculation.