

# Accruals/PTO – Managing Employee Accrual Balances in ADP Time & Attendance

## Managing Employee Accrual Balances

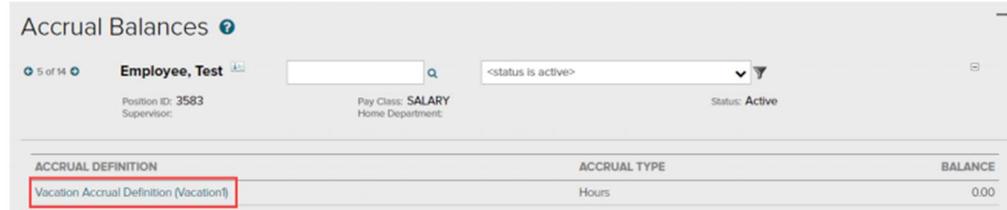
**RUN Practitioner:** Log into runpayroll.adp.com, choose Time Management.

**Time & Attendance Administrator:** Log into https://time.adp.com.

1. Select **People and Process > Employee > Time Off Requests**

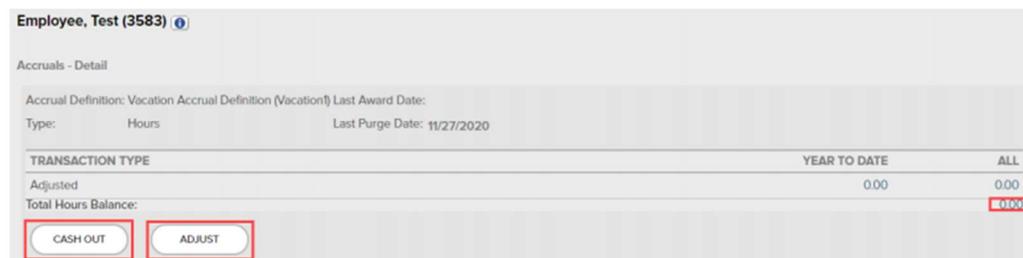


2. The selected employees Accrual Balances will display on the right. For more detail, click the Accrual Definition.



ACCRUAL DEFINITION	ACCRUAL TYPE	BALANCE
Vacation Accrual Definition (Vacation!)	Hours	0.00

3. For an itemized transaction history, click the number in the Total Hours Balance row.
  - To adjust this employee's balance, click **Adjust**.
  - To pay out this employee for unused time off, click **Cash Out**.



TRANSACTION TYPE	YEAR TO DATE	ALL
Adjusted	0.00	0.00
Total Hours Balance:		0.00

CASH OUT    ADJUST



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4. To adjust this employee's balance, complete the Adjust fields:
  - a. **Adjustment Type:** Select Adjustment.
  - b. **Amount:** Type the number of hours by which you want to adjust the balance.
    - To remove hours, type a minus sign (-) before the amount.
    - To add hours, type the number of hours you would like to add.
  - c. **Transaction Date:** Type the date to which you want to apply the adjustment.
  - d. **Notes:** Type a summary for this adjustment. The employee can view this note.
  - e. Click **Submit**.
    - An Adjusted line displays in the employee's accrual record when complete.

The screenshot shows the 'Adjust' form with the following fields and values:

- Adjustment Type:** A dropdown menu set to 'Adjustment'.
- Amount:** A text input field containing '8.00' followed by 'Hours'.
- Transaction Date:** A date picker set to '11/27/2020'.
- Notes:** A text area containing 'Added 8 hours for working on their birthday'.
- Buttons:** 'SUBMIT' (blue) and 'CANCEL' (white with grey border).

5. To pay out this employee for unused time off, complete the Cash Out fields:
  - a. **Amount:** Type the total number that you want to cash out.
  - b. **Pay Date:** Type a date in the current pay period, for example, today's date.
  - c. **Pay Code:** Select the type of hours to cash out, for example, VACATION.
  - d. **Notes:** Type a summary for this adjustment. The employee can view this note.
    - Important: Cash Out submissions are completely irreversible.
  - e. Click **Submit**. A Cashed Out line displays in the employee's accrual record and Individual Timecard when complete.

The screenshot shows the 'Cash Out' form with the following fields and values:

- Amount:** A text input field containing '46.24' followed by 'Hours'.
- Pay Date:** A date picker set to '11/27/2020'.
- Pay Code:** A dropdown menu set to 'VACATION'.
- Use Pay Code Rate Calculation:** A radio button that is selected.
- Override Rate:** A text input field containing '0.0000'.
- Notes:** A text area containing 'Paying out unused VACATION on final payroll'.
- Buttons:** 'SUBMIT' (blue) and 'CANCEL' (white with grey border).