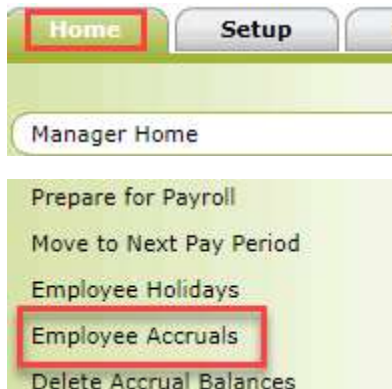




Viewing and Managing Accrual Balances in ADP ezLaborManager – A Guide for Supervisors and Administrators

1. From the Home tab of the **Manager Home page**>click **Employee Accruals** to view and manage employee accruals.



2. The accrual balances will be visible on the right. Search by the employee's name to view other employee balances. Click the name of the accrual definition to view further details about the accrual balance.

Employee Accruals

Filter: Default Filter (1 of 8) Find

Accrual Definition	Accrual Type	Balance
Come Time Accrual Definition (Come)	Hours	10.35
SICK (SICK)	Hours	24.00
VACATION (VACATION)	Hours	27.72

[Add New](#)

3. Click the **Total Hours Balance** on the right to view an itemized transaction history of Initialized, Awarded, Used and Adjusted amounts

Accruals - Detail

Accrual Definition: VACATION (VACATION) Last Award Date: 09/27/2020
Type: Hours Last Purge Date:

Transaction Type	Year to Date	All
Used	-248.00	-320.00
Initialize	-32.72	347.72
Total Hours Balance:		27.72

[Adjust](#)



Viewing and Managing Accrual Balances in ADP ezLaborManager – A Guide for Supervisors and Administrators

Accruals - Transactions

Accrual Definition: VACATION (VACATION) Type: Hours

Specify Type: All Specify Date Range: All - Find

220 Found Page 1 of 9
1 2 3 4 5 6 7 8 9 Next >

Transaction Date	Transaction Type	Amount	Balance	User ID	Processed Date	Notes
09/27/2020	Initialize	27.72	27.72	EMPIMP	10/06/2020 06:41 PM	(Changed Last Award Date from 09/20/2020 to 09/27/2020.)
09/27/2020	Initialize	-25.41	0.00	EMPIMP	10/06/2020 06:41 PM	(Changed Last Award Date from 09/27/2020 to 09/27/2020.)
09/20/2020	Initialize	25.41	25.41	EMPIMP	09/24/2020 06:43 PM	(Changed Last Award Date from 09/13/2020 to 09/20/2020.)

4. From the Accruals - Detail page, click the Adjust button to make adjustments to an employee's accrual balance.

Accruals - Detail

Accrual Definition: VACATION (VACATION) Last Award Date: 09/27/2020
Type: Hours Last Purge Date:

Transaction Type	Year to Date	All
Used	-248.00	-320.00
Initialize	-32.29	347.72
Total Hours Balance:		27.72

[Adjust](#)

5. To fill out the Adjust window:
- Adjustment Type: Select Adjustment.
 - Amount: Type the amount of hours to be adjusted. To reduce an employee's balance, type a minus sign (-) before the amount (for example: "-8.00"). To add hours to the balance, type the amount of hours you would like to add.
 - Transaction Date: Type the date to which you want the adjustment to apply
 - Notes: Type notes if needed.
 - Click **Submit**.

Accruals - Detail

Accrual Definition: VACATION (VACATION) Last Award Date: 09/27/2020
Type: Hours Last Purge Date:

Transaction Type	Year to Date	All
Used	-248.00	-320.00
Initialize	-32.29	347.72
Total Hours Balance:		27.72

[Adjust](#)

ADP ezLaborManager - Adjust VACATION - Google Chrome

Automatic Data Processing, Inc. | https://ezmisiappdc1f.adp.com/ezL...

Adjust VACATION

Adjustment Type: Adjustment

Amount: 0.00 Hours

Transaction Date: 11/23/2020

Notes:

[Submit](#) [Cancel](#)



Viewing and Managing Accrual Balances in ADP ezLaborManager – A Guide for Supervisors and Administrators

6. On the Accrual - Detail page, click the Cash Out button to cash out an employee's balance at the end of the year (if applicable) or at the termination of employment.
7. To fill out the Cash Out window:
 - A. Amount: Type the total balance left of that accrual type to be cashed out
 - B. Pay Date: Select a date in the current pay period which you will be processing next
 - C. Earning Code: Select the type of hours to cash out (example: Vacation, PTO).
 - D. Notes: Type notes, if needed.
 - E. Click **Submit**.

You are here: [Employee Accruals](#) > Accruals - Detail

Accruals - Detail

SILLS, JOHN (08PO 0001) ⓘ

Accrual Definition: PERSONAL (PERSONAL) Last Award Date: 02/06/2017
Type: Hours Last Purge Date: 02/08/2017

Awarded
Adjusted

Total Hours Balance:

Cash Out **Adjust**

Adjust PERSONAL

Adjustment Type: Adjustment ⓘ

Amount: Hours

Transaction Date: ⓘ

Notes:

Submit Cancel