Assigning & Managing Your Employees Time off Policies

This guide is to help you in assigning time off policies for your employees. Paycom is handling this for all of your current employees. These steps will be needed whenever you hire a new employee that is eligible for time off, or if a current employee becomes eligible to receive time off.

To assign this to an employee:

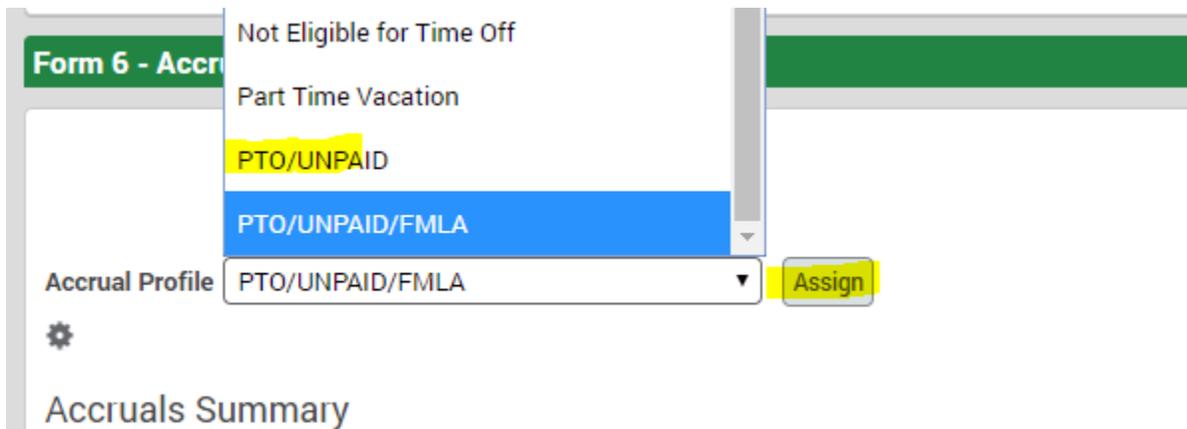Navigate to Make Employee Changes- Select Employee- Form 6 Accruals

Select the Accrual profile that you want to assign from the drop down. This will assign all time off policies that are tied to that particular profile (below is a list of profile details).

Once assigned, you will see the different time off policies tied to that employee listed below. You will also see the rate at which they will earn each type of time off in the "accrual rate" column of that table. You can also view current balances for your employees.

Batch Edit ☐	Description ⇅	Status ⇅	Schedule ⇅	Policy ⇅	New Hire Rule ⇅	Accrual Rate ⇅	Beginning ⇅	Awarded ⇅	Taken ⇅	Available ⇅	Dates	Limits	History	Edit
☐	PTO	Active	Pay-Period	PTO 6.77 8.62 9.23	New Hire	6.77	120.00	0.00	0.00	120.00				
☐	FMLA	Active	Annually	No Balance	New Hire	0.00	0.00	0.00	0.00	0.00				
☐	Unpaid Time Off	Active	Annually	No Balance	New Hire	0.00	0.00	0.00	0.00	0.00				

Accruals Summary

☑ Hide Deactivated Accruals

Batch Edit Selected

Clicking the edit pencil next to any one type of time off will allow you to make adjustments.

Adjustments can include:

- Updating the accrual date (if the employee negotiated a different tier of receiving time off, or is a returning employee and gets their original hire date back)
- Balance adjustments- you can change their balances
    o Beginning year balance is starting
    o Current year Awarded is what's been earned this year
    o Current Year taken is what's been used in the year so far
    o To get the total balance you'll do the math as follows:
    o (Beginning Balance + Current Awarded) - Current Taken = Available Balance

Edit Accrual - PTO ⊗

Accrual Information

Accrual Policy	PTO 6.77 8.62 9.23 ⚙	Accrual Status	Active ▾
New Hire Rule	New Hire	Hide Online from Employee	No ▾
		Hide from Employee Checks	No ▾

Accrual Dates

Accrual Date	11/13/2018	Next Reset Date	01/01/2020
New Hire Award Start Date	11/13/2018	New Hire Redeem Start Date	11/13/2018
New Hire Show Online Date	11/13/2018	New Hire Show on Checks Date	11/13/2018

Accrual Amounts

Beginning Year Balance	120	Current Year Awarded	0
Current Year Taken	0		

Cancel   Save

If an employee works less than the standard amount, and their balances are pro-rated, there is one more update to be made.

Navigate to the employee's form 1 and update their scheduled pay period hours to the amount of hours worked. This field is based on hours per pay period, not per week. If the employee works 20 hours per week you would enter "40" in this field to indicate the total number of hours worked in a bi-weekly pay period.

Employee Pay Rates

* Indicates Required Field

Base Pay	Rates by Allocation	Base Pay Changes

Data is current as of 02/12/2019 ❓

Date Effective*	03/06/2019
Pay Type	Hourly ▼
Processing Schedule ❓	▼ View Schedule
Pay Frequency ❓	Bi-Weekly
Pay Basis Check Display ❓ *	Hourly ▼
Est. Annual Salary ❓	$ 31,200.00 /yr
Rate 1	15.00
Scheduled Pay Period Hours ❓	0.00 Will use default 80.00 hours.

Accrual Profiles Summary (Types of Paid Time Off)

Accrual Profile- The profile you assign an employee that has all options of time off to request
*Note years of service= Completed years of service. These balances will increase on their 5th and 15th anniversary

Below is a breakout of the profiles that are built in Paycom that can be assigned to any of your employees.

If you have a custom policy setup it will be listed with your parish name in the drop down.

Here is the list of all "accrual profiles" you can select from and what they represent in Paycom.

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Not Eligible for Time Off- Option for employee to request unpaid time only

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Part Time Vacation

    Vacation:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	120
4	128	168

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Pastoral Staff PTO/SICK

    PTO:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	95.94	136
4	144.04	184
14	160	200

    Sick:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	240

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PTO/Alternate Holiday

    PTO:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	176.02	240
4	224.12	360
14	239.98	480

    Alternate Holiday- No balance, but allows employees to put in request for alternate holiday if they work holidays

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PTO/UNPAID

    PTO:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	176.02	240
4	224.12	360
14	239.98	480

    Unpaid: No policy attached- allows employee to request unpaid time off

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SICK

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	80

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SICK/PERSONAL

    Sick:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	80

    Personal:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	16	24

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SICK/VACATION/PERSONAL

Sick:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	80

Vacation:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	96	192
4	144	192
14	192	384

Personal:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	16	24

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VACATION/SICK

Sick:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	80

Vacation:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	96	192
4	144	192
14	192	384

VACATION/SICK/UNPAID

Sick:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	80	80

Vacation:

Years of Service	Hours Awarded per Year	Maximum Annual Award
0	96	192
4	144	192
14	192	384

Unpaid: No Accrual, allows them to take request time off that is unpaid