





## Employee Accruals Table 4

Example:

<b>Accrual Name:</b> Part Time Employee Accruals		<b>Employee Group (Accrual Class):</b> Part Time	
<b>Tenure Min.</b>	<b>Tenure Max.</b>	<b>Accrual Calculation</b>	<b>Settings</b>
0 Years	1 Year	NONE	<b>Reset Type:</b> N/A <b>Calculation Method(s):</b> None <b>Calculation Modifiers:</b> None
1 Years	99 Years	Sick Time	<b>Reset Type:</b> Calendar Year <b>Calculation Method(s):</b> Start at 16 Hours <b>Calculation Modifiers:</b> None

**Employee Accruals Table 4 (Cont.)**

Blank:

<b>Accrual Name:</b>		<b>Employee Group (Accrual Class):</b>	
<b>Tenure Min.</b>	<b>Tenure Max.</b>	<b>Accrual Calculation</b>	<b>Settings</b>
			<b>Reset Type:</b> <b>Calculation Method(s):</b>  <b>Calculation Modifiers:</b>
			<b>Reset Type:</b> <b>Calculation Method(s):</b>  <b>Calculation Modifiers:</b>
			<b>Reset Type:</b> <b>Calculation Method(s):</b>  <b>Calculation Modifiers:</b>
			<b>Reset Type:</b> <b>Calculation Method(s):</b>  <b>Calculation Modifiers:</b>
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			<b>Reset Type:</b> <b>Calculation Method(s):</b>  <b>Calculation Modifiers:</b>

## Employee Accruals Table 5

Example:

<b>Accrual Class: Salary Employee Accruals</b>		
<b>Tenure Min.</b>	<b>Tenure Max.</b>	<b>Accrual Calculations &amp; Settings for Respective Tenure</b>
0 Years	5 Years	<b>Vacation Time:</b> 0 – 5 Years <b>Personal Time 2 to 4:</b> 2 – 4 Years <b>Personal Time 4 to 5:</b> 4 – 5 Years
5 Years	10 Years	<b>Vacation Time:</b> 5 – 10 Years <b>Personal Time 5 to 6:</b> 5 – 6 Years <b>Personal Time 6 to 8:</b> 6 – 8 Years <b>Personal Time 8 to 10:</b> 8 – 10 Years
10 Years	15 Years	<b>Vacation Time:</b> 10 – 15 Years <b>Personal Time 10 to 15:</b> 10 - 15 Years
15 Years	99 Years	<b>Vacation Time:</b> 15 – 99 Years <b>Personal Time 15 to 99:</b> 15 - 99 Years

