

Paid Time Off Accrual Worksheet

This is a new plan This is an additional pla	n Change to current plan
Effective date of Accrual Plan:	
Client Name:	Client ID:
Plan Description: (Example: Vacation-All Employees, Sick Time-Exempt Employees, PTO-All E	nployees)
Plan Type:	Vacation PTO
(Check one per form,	Personal Sick
i.e. if there are multiple plans, please use one form per plan)	
Pay Codes must match the accrual plan type selected.	Other
Employee Type:	Full-time
(Check all that apply)	Other
How does the accrual plan accrue for employees?	Lump Sum Accrual Method
Do you have a waiting period before employees begin a	ccruing? Yes No
(If yes, what is the waiting period?)	
Do you have a waiting period before employees may be	gin using accrued time? Yes No
(If yes, what is the waiting period?)	
Do you want employee accrued balances to print on th	eir paychecks? Yes No

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Will there be a waiting period on printing balances on employee paychecks?	Yes	No
(If yes, what is the waiting period?)		
Do you want starting accrued balances to be recorded for each employee? (If yes, your payroll or implementation specialist will send you a worksheet so you can report starting balances.)	Yes	No
When enrolling rehired employees, which date do you want to use for the accrual start date?	Original Seniority D	Date

If Accrual Method, choose one please:

(months)		
	(months) lans)	

*If Per Hours Worked -- please check on which Pay Codes time should accumulate.

Regular Hours	
Overtime Hours	
Salary Hours	
PTO Hours	
Other Hours	

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Level	After how many days, months, or years	Accrual Amount Per Hours, Per Pay Period or Per Month	Maximum Amount of Hours Per Year	Accrual Stop Balance*	Max Carryover

*Please use this column ONLY if the accrual plan has a cap accrual instead of a maximum carryover

If Lump Sum method: (Accrual is given in one lump sum at the beginning of the fiscal or calendar year or on the employee's anniversary date)

Level	After how many days, months, or years	Annual Accrual Amount (Lump Sum Hours)	Accrual Stop Balance*	Max Carryover

*Please use this column ONLY if the accrual plan has a cap accrual instead of a maximum carryover

Please answer the following questions no matter which method you selected:

Year end basis: Will this policy's year end be based on the employee's	Empl	oyee Anniversary
anniversary year, the calendar year, or company's fiscal year?	Caler	ndar Year
	Fisca	Il Year
	(define)	
Do you allow employee accrued balances to carry over to the next year? (Subject to state regulations where applicable)	Yes	No

Entire Balance

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Carryover expires in:		Days	Months
Carryover hours that are not used, and subsequently e	xpire, are the client's responsibility to monitor and manage.		
Do you allow your employees to borrow	time off and have negative balances?	Yes	Νο
Would you like to be notified during payr	oll processing about negative balances?	Yes	No
If yes, must negative amounts be approv If yes, negative balances must be approved before If no, negative balances will not require approval be		Yes	No
If an employee has a negative balance, d	o you carry it over into the following year?	Yes	No
Are employees paid for accumulated, un Subject to state regulations where applicable	used time at termination or resignation?	Yes	No
Are there any conditions for payout on or resignation?		onditions give two weeks'	notice
Subject to state regulations where applicable	May n	ot be terminated	d for cause
are to be done. After submitting payouts to FrankC It is recommended that payouts take place at plan	be paid and submitting them to FrankCrum. FrankCrum doe frum, payouts are deducted from employee balances when th year end to avoid available balance discrepancies. y to your FrankCrum Payroll Manager or Pa	he following payrol	ll is processed.
Client Contact Number	Email		
Printed Name	Title		
Client Signature	Date		
———— В	Below is for FrankCrum use only		
PR Manager Initial Review by			
Accrual Code for this plan			
Accrual Set Up by			
PTO Manager Final Review by			
PR Manager Final Review by	Date		