

This is a new plan       This is an additional plan       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 Employees)* \_\_\_\_\_

**Plan Type:**

*(Check one per form,  
i.e. **if there are multiple plans, please use one form per plan**)*

**Pay Codes must match the accrual plan type selected.**

Vacation       PTO  
 Personal       Sick  
 Other \_\_\_\_\_

**Employee Type:**  
*(Check all that apply)*

Full-time  
 Part-time  
 Other \_\_\_\_\_

**How does the accrual plan accrue for employees?**       Lump Sum       Accrual Method

**Do you have a waiting period before employees begin accruing?**       Yes       No

*(If yes, what is the waiting period?)*  
\_\_\_\_\_

**Do you have a waiting period before employees may begin using accrued time?**       Yes       No

*(If yes, what is the waiting period?)*  
\_\_\_\_\_

**Do you want employee accrued balances to print on their paychecks?**       Yes       No

**Will there be a waiting period on printing balances on employee paychecks?**

Yes  No

*(If yes, what is the waiting period?)*

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**Do you want starting accrued balances to be recorded for each employee?**

Yes  No

*(If yes, your payroll or implementation specialist will send you a worksheet so you can report starting balances.)*

**When enrolling rehired employees, which date do you want to use for the accrual start date?**

Original Seniority Date

Rehire Date

**If Accrual Method, choose one please:**

Per Hours Worked\*

Per Pay Period

First of Month

Seniority Date

First of Calendar Year

Scheduled - Every

*(months)*

*(Only for anniversary based plans)*

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

Regular Hours

Overtime Hours

Salary Hours

PTO Hours

Other Hours \_\_\_\_\_

**If Accrual method, fill in the table below:**

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 anniversary year, the calendar year, or company's fiscal year?**

- Employee Anniversary
- Calendar Year
- Fiscal 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       Maximum Carryover Amount \_\_\_\_\_

