

Client Number

Client Name

Accrual Type (PTO, Vacation, Sick, etc.)

Plan Name



See page 3 for explanations of the form questions. Use a separate form for each accrual plan.

Checks: Should the accrual info show on the pay stubs? Yes No

Accrual Method: How should the plan accrue? Choose one.

Per Schedule

Per Hours Worked
(Customizable: See page 3 if needed.)

Balance Only

(If customization is needed for *Per Schedule* or *Per Hours Worked*, provide details here.)

Accrual Options: What is your plan year?

Length of Service Options: What is the length of service time based on?

Plan Rates: Enter applicable plan details

Months of Service	Accrual Rate (or Factor)	Balance Limit (or Cap)	Carryover Option	Carryover Limit	YTD Accrual Limit	Balance Unavailable
# of months of service to be eligible for the tier	# based on hours worked or per schedule	<i>Optional:</i> Accrual stops when this # is reached, restarts when below this limit.	Are hours allowed to carry over to next plan year?	# of hours allowed to carry over to next plan year	<i>Optional:</i> Maximum # of hours to accrue in the plan year for this tier	Probationary period. Check the box if time should accrue but is not available to use yet for a specific tier
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Handbook or State/City Policy: Do you have a written description of the plan? Attach the description with this completed form in an email to your Payroll Support Team for an extra layer of validation.



Once your plan is set up, your Payroll Support Team will send a report outlining the details. Review and respond to confirm the plan is set up correctly.

Accrual Basics

Accrual Type (PTO, Vacation, Sick, etc.): What type of plan needs to be set up? Think of this as the earning associated with the accrual.

Plan Name: What would you like the name of the plan to be? This should distinguish this accrual plan from others on your account. *Ex: Full-Time Vacation*

Should the accrual show on employee pay stubs? Some states require amounts to display on the employee pay stubs. We default to show on pay stubs unless requested otherwise.

Accrual Method

How should the plan accrue? The frequency in which accrual hours are allocated to employees.

Per Schedule: Employees accrue a set amount of accrual hours with regular payroll. We can include settings unique to your plan to schedule when the accrual hours should be earned by employees (annually, monthly, etc.). Employees can accrue every payroll or only when they are paid.

Per Hours Worked: Accrual rate x hours worked.

- **To calculate amount per hour:** *Divide the amount earned by the amount of hours it takes to earn it.*
Ex: 1 hour sick earned for every 30 hours worked.
1 hour sick earned ÷ 30 hours worked = 0.033334 Accrual Rate.
- The default is hours actually worked. Specify if specific hours worked should be excluded, or if hours paid but not worked (Ex: Holiday) should be included.
- We can also add a setting requiring a minimum and/or maximum number of hours that need to be worked in order for the employee to accrue.

Balance Only (uncommon): Does not accrue; balances must be added manually. If you have online access, you can update your employee balances as needed or send them to your Payroll Support Team. This option is typically used for specialty plans that do not accrue; instead, hours are awarded as a lump sum.

Accrual Options

What is your plan year? Think of this as when your plan renews or hours carry over (if allowed).

Calendar Year: Starts and resets on January 1st.

Anniversary Date (Employee Hire Date): Starts and resets on each employee's hire date (anniversary).

Fiscal Year (Custom): Starts and resets on your fiscal year or other 12-month period.

Processing Order: Determines how the carryover is calculated and when the plan is reset. Heartland defaults to Hours Taken, Carryover Allowed, Accrual. With this option, the existing balance is used before carryover is considered. If your plan differs, provide this to your Payroll Support Team.

Length of Service Options

What is the length of service time based on?

Hire Date: This is the most common, based on the hire date in their profile.

Custom Date (Adjusted Service Date): We can enter a date to adjust the length of service when employees should earn accruals at a higher rate compared to their hire date. For example, an employee returns to the company who had 5 prior years of service. An alternate date can be used to honor their service years.

Plan Rates

Months of Service: How many months of service have to be completed to be eligible for the tier?

Accrual Rate (or Factor): What are the accrual rates? Amount per accrual *period* or amount *per hour*. Do your accrual rates increase the longer the employee works for your company? Enter the accrual rate based on the months of service recorded for each tier.

Balance Limit (or Cap): Optional - typically does not apply to all plans. The accrual will stop when the limit is reached and nothing will accrue until the employee has used time off. Once the employee's balance falls below this amount, they will be able to accrue again.

Carryover Option: What is your policy if employees have accrual hours left at the end of their plan year?

No Carryover: The unused balance is not carried over into the new plan year.

Limited: A specified number of unused accrued hours can be carried over into the new plan year.

Unlimited: Employees can carryover all unused accrued hours into the new plan year.

Carryover Limit: If you elected to have a limited carryover option, enter the number of hours employees can bring over to the new plan year.

YTD Accrual Limit: Optional - typically does not apply to all plans. Means that employees can only accrue up to the *YTD Accrual Limit* entered and will stop accruing once the limit is reached. If not applicable, leave it blank.

Balance Unavailable (Probationary Period): Check the box if time should accrue for a tier, but employees shouldn't have it available for use yet. *Ex: All new employees accrue sick time based on their hours worked starting on their hire date, but they must work for the company for 90 days before it can be used.*

Employee Eligibility and Balances

Does this plan apply to all employees? Type *All* into the grid to have this plan added to all, or list the specific employees who should be tied to this accrual.

Do employees have accrual balances for this plan (existing accrual)? Provide the balance amounts (in hours) as of the most recent payroll for each employee. If this is a new plan with no existing balances, enter a zero in the *Balance* field.