

Setting up Employee Vacation – Sick – Personal Time Accrual

From the Main Menu select the following options:

8 Daily Activities

1 Main Financial Menu

4 Human Resources

1 Work With Employee Master/Produce Employee Reports

Enter employee number to work with, Enter

Select to work with “Vacation – Sick – Personal Time Information”, Enter

There are two sections on this screen that you will need to be concerned about.

Top Section: Current Vacation – Sick – Personal Time Data

There is a line for each topic with column headings for the following:

	Cur Year Granted	Carried Over Amt	Cur Max Avlble	Cur Year Used	Cur Year Net Avlble
Vacation	_____				
Sick	_____				
Personal	_____				

This section shows all current year data. If an employee requests vacation, or sick time these totals will adjust automatically whenever a payroll is performed. This function allows both Employer and Employee to see the Current year Available Vacation-Sick-Personal Time. Some of this information is updated each time a payroll is run. However, some of the information is only updated at the first payroll of each month, at W2 time or at the Anniversary Hire Date of the employee. When information is updated is decided by the options chosen in the middle section of the screen.

Middle Section: Vacation – Sick – Personal Time Automatic Grant and Carry Over Data

The following appears in the middle section:

	Grant Basis	Srv Mtl	Grn Mde	Grant Max	C/O Code	Currently Granted
Vacation	_____					
Sick	_____					
Personal	_____					

This section allows you to determine the following:

How many hours will an employee accrue?

How often will the employee accrue these hours?

Will employees be allowed to carry over unused hours?

What is the maximum number of hours employees are able to accrue?

If you need additional assistance, please contact South Point Systems at 256-593-1337.