


# ADI Time Accruals

**ADI Time Version 9** supports complex accrual rule configurations to accommodate intricate benefit time policies. Managers with access to the ADI Time desktop system can view, add, or edit accrued leave balances and leaves of absence. They can also view transaction detail and run reports. Managers with access to ADI Web can view accrued leave balances and reports. Employees with access to either ADI Time or ADI Web can easily check their own balances rather than burdening Human Resources with inquiries. Access to this feature is restricted by login security and users can be granted read-only or edit rights.

## Features

- Select from many accrued hours calculation methods
  - Fixed number of hours
  - Fixed number of hours specific to each employee
  - Ratio based on the number of hours worked per pay period (e.g. one hour of accrued leave time for every twenty hours worked), plus hours carried over from the prior period
  - Based on the number of months remaining in the calendar year (the current month can be either included or excluded)
  - Based on hours worked
  - Based on average hours worked
  - Based on average weekly hours worked
  - Based on average hours scheduled

*Hours scheduled/worked can be calculated based on a calendar month/year or on a rolling month/year. Averages can be calculated based on a specified number of days, weeks, months, years, or within a specified range of dates. The hours worked and average hours calculations only include hours from designated pay types. Calculated results can be rounded to a "near" increment (e.g. near quarter hour or near half hour).*
- Select when the accrued hours will be awarded
  - Day of the week
  - Day of the month
  - Day of the year
  - Specified day in the last week of every pay period
  - Specified day in the last week of the last pay period of the year
  - On the monthly or yearly anniversary of any date from the employee profile, including user-defined date fields
- Accrual calculation rules can be based on the following:
  - Length of service
  - Date of hire
  - Home department assignment
  - Number of hours worked (if the accrual award is based on hours worked)
- Employees can be disqualified from receiving accrued hours based on specified criteria (e.g. pending termination) or based on the number of days with time charged to non-paid pay types.
- Specify a cap to limit either the number of hours accrued during a calendar year or the employee's accrued hours balance.
- Accrued hours can be distinguished from earned hours. Earned hours are hours that are available for use.
- Multiple pay categories can be associated with each accrual type. For example, your organization can accrue "Personal Time Off", and then track the usage of those hours as "Vacation", "Sick", and "Personal Time".
- Negative accrual balances can be permitted (with or without a limit) or denied.
- Hours can be carried over from one year to the next. Carryover rules automatically expire any hours that exceed the carryover limit. The employee can be paid for the expiring hours.

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- Leave-of-Absence recognition: Leave time will stop accruing when an employee has been on an extended leave of absence (as defined by your organization).
  - Hours awarded and expiration dates can be manually overridden. Manual entries are recorded in an audit log.
  - Accrual generation and usage detail can be easily accessed from the Time Card or Personnel screens
  - Accrued hours are drawn down using a First In/First Out method.
  - The following standard reports are included:
    - Accrual Audit Report
    - Accrual Audit History Report
    - Accrual Balance Report by Department
    - Accrual Balance Report by Employee
    - Expiring Accrual Report by Department
    - Non-Paid Hours Report