

ADP Time and Attendance **BENEFIT ACCRUAL QUESTIONNAIRE**

Date: _____
Company Code: _____
Company Name: _____
Contact Info: _____

Note: Please attach or include your employee's Accrual Balance as of the last day of your previous Pay Period. Time and Attendance and EzLabor Manager calculate Accruals in terms of hours, not in days.

Questions:

Are balances required to appear on employee check stubs?

If Yes: DO NOT USE THIS QUESTIONNAIRE

What type of hours do you accrue/award?

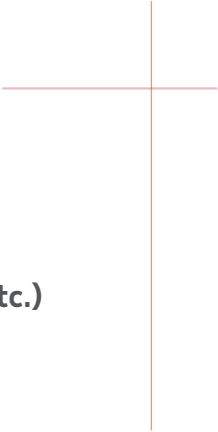
Vacation Sick Float Holiday Personal PTO
 Other - Please specify

Do you have Part Time, Grandfathered, or special exceptions that differ from your normal accruing/awarding policy?

If yes, please use the balance worksheet to help you review.



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Complete the following for each type of Award (Vacation, Float, PTO, Part Time, etc.)

Award Type? _____

Does this apply to ALL Pay Classes/ Pay Groups?

Yes

If No please specify (Example: HOURLY, PTHOURLY, SALARY)

When are the accrued/awarded hours given to the employee's balances? Please choose from options below only. **(Note: Accruals cannot be configured to award on the last day of a pay period or month, only the first)**

1st of Every payroll

Annually on employee's anniversary date

1st of the Year

Annually at a recurring specific date

1st of the Month

Once per week

Per each hour worked

Please list below your accrual factors including length of service parameters and employee classification.

BENEFIT TYPE	EMPLOYEE TYPE	LENGTH OF SERVICE PARAMETER	AWARD AMOUNT IN HOURS	AWARD FACTOR
Example: Vacation	Example: Full Time	Example: 0 - 5 years	Example: 40 hours	Example: Per Year

