



# ADP Time and Attendance Accrual and Time Off Request Questionnaire - Per Hours Worked

Date:

Company Code:

Company Name:

Contact Info:

**\*\* IF YOU NEED THE BALANCE AMOUNT TO REFLECT ON THE PAYSTUB PLEASE STOP HERE AND REACH OUT TO PAYROLL FOR ASSISTANCE. \*\***

## Accrual Type

PER HOURS WORKED

1. What type of hours do you accrue/award?

Vacation

Sick

Float

PTO

Personal

Other - Please Specify Name:

2. Does this award apply to ALL Pay Classes/Pay Groups?

Yes

No, please specify (Example: Hourly, Salary, etc.)

3. Do the employee's hours get purged to 0?

Yes

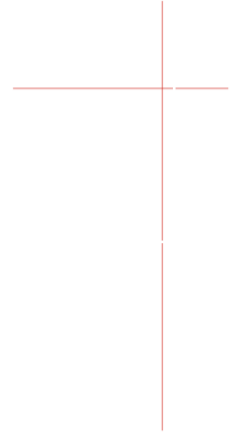
No

If yes:

Anniversary Date

Calendar Year

Specific Date:



4. Is there a max balance of hours that employees can have at one time?

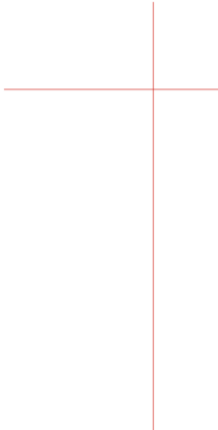
Yes                      No                      If yes, how much?

\*\*ADP Time and Attendance does not offer a hard stop on max balance. Once an employee reaches the set max balance the system will not continue to award until the employee uses times and brings down the balance. At that point, the system will begin to award until the max balance is reached again.

\*Please update chart below with the settings for your  
Accrual/Award.\*

\*\*Please note that for Per Hours Worked, the system does not automatically move the employee to the next tier. There will be a different pay class for each amount and the admin must manage moving employees to the next level when the time comes\*\*

BENEFIT TYPE Example: Vacation, Sick, etc.	PAY CLASS Example: Hourly, PT Hourly, Salary	YEARS OF EMPLOYEMENT Example: 0-2yrs	HOURS AWARD Example: 2.5hrs or 3.45hrs



TIME OFF REQUEST OPTIONS:

5. Can employees request time off?                      Yes                      No

**\*\*If you answer NO to question 4 you may stop here. \*\***

6. Please note the codes you want your employees to Request Time Off for.

Vacation                      PTO                      Personal                      Float

Other, Please Specify:

7. Are supervisors approving Time Off Request?                      Yes                      No

8. Which Admin will you select as a backup for your supervisor to approve Time Off Request?

Admin's Name:

## FAQ's

What do these words mean?

Accruals: banked hours, award hours, time given to an employee for Paid time off, sick time, vacation time etc.

Pay class/ Pay Group: Full time employees, part time employee, Salary, 1099- contractor

Purge: to clear out, remove balance, take away