

Accrual Policy

Client Name _____ Start Date _____

Benefit Code Name [up to 5 characters] _____ Description _____

What is the PTO frequency?

- Per hour
 Which earning code(s) will they accrue on? _____
 Is there a minimum number of hours they must work? _____
 Is there a maximum number of hours? _____
- Every pay period
- Monthly
- Quarterly
- Annually by calendar date
- Annually by anniversary date
- Other _____

Should the balances appear on the checkstub the first payroll? Yes No
If no, have client contact us when balances should appear.

How many hours are in a standard workday?

Can employees who are not active (terminated) earn PTO? Yes No

May an employee carry over unused hours into the next year? Yes No
 If yes, how many hours? _____
 If no, when should hours be cleared? _____

Do employees have a maximum possible balance? Yes _____ Hours No

Probation Period:

May the employees use PTO immediately? Yes No
 If no, what is the waiting period? _____
 Should PTO print on their checkstub immediately? Yes No
 If no, how many DAYS is the waiting period? _____

Which earning codes will reduce the employee's balance?

Do all employees earn PTO? (ex. part-time & full-time?) Yes No
 If no, who does not earn PTO?

Are the employees who do not earn PTO identified in some unique manner (ex. employee type, department number, etc)? _____

If not, how will those employees be separated? _____

Please attach a copy of the company's PTO policy.