AB.01 – Define Absence Plan

Configure Absence

Exempt Plan?

Yes

Time and Labor Set Up (TL.01)

Define Accrual Absence Periods

Earnings and Deductions (PY.03)

Setup Absence Payout Elements

No

Define Enrollment Start/End Date

Plan Period (Calendar Year/Anniversary)

Define Units and Process Level (Assignment)

Define Accrual Absence Plans

Define Waiting/Vesting Period

Define Ceiling Carry Over Rules

PTO Accruals Required?

Yes

Develop PTO Accruals (AB.03)

Create Accrual Bands

No

Enroll Employees in Absence Management (AB.02)

Determine Eligibility

Setup Payroll Integration (Payment Mapping)