AB.03 – Develop PTO Accruals

1. Develop Accruals
2. Configure Rules for Accruals
3. Configure Length and Time of the Accrual
4. Identify Accrual Method Within Accruals Tab
5. Identify the Accrual Vesting Rule
6. Set the Maximum Time that can be Accrued
7. Identify the Ceiling Rule (e.g. Flat Amt)
8. Configure Carryover Rule
9. Identify the Accrual Duration
10. Set the Maximum Time that can be Carried Forward
11. Configure Accrual Plan to Calendar Year or Anniversary Year
12. Define Absence Plan (AB.01)
13. End