# Appendix A – Blank Employee Accrual Tables

# **Employee Accruals Table 1**

Job Title	Pay Type
EX: Administration	Salary
EX: Cleaning Staff	Full Time
EX: Child Day Care	Part Time

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#### **Employee Accruals Table 2**

Class	Accrual Calculation 1	Accrual Calculation 2
EX: Part Time	Sick Time (After 1 Year of	
	Employment)	
EX: Full Time	Vacation Time	Personal Time
EX: Salary	Vacation Time	Personal Time

# **Employee Accruals Table 3**

#### Example:

Accrual Class: Full Time Employee Accruals	
Tenure Min. Tenure Max.	
0 Years	3 Years
3 Years	5 Years
5 Years	10 Years
10 Years	99 Years

#### Blank:

Accrual Class: Full Time Employee Accruals		
Tenure Max.		

Accrual Class: Full Time Employee Accruals		
Tenure Min.	Tenure Max.	

# **Employee Accruals Table 4**

# Example:

Accrual Name:	Part Time	Employee Group (Accrual Class): Part Time		Employee Group (Accrual Class): Part Time	
Employee Accru	uals				
Tenure Min.	Tenure	Accrual	Settings		
	Max.	Calculation			
0 Years	1 Year	NONE	Reset Type: N/A		
			Calculation Method(s): None		
			Calculation Modifiers: None		
1 Years	99 Years	Sick Time	Reset Type: Calendar Year		
			Calculation Method(s): Start at 16 Hours		
			Calculation Modifiers: None		

# **Employee Accruals Table 4 (Cont.)**

Blank:

Accrual Name:		Employee Grou	p (Accrual Class):
Tenure Min.	Tenure	Accrual	Settings
	Max.	Calculation	
			Reset Type:
			Calculation Method(s):
			Calculation Modifiers:
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# **Employee Accruals Table 5**

#### Example:

Accrual Class: Salary Employee Accruals			
Tenure Min.	Tenure Max.	Accrual Calculations & Settings for Respective Tenure	
0 Years	5 Years	Vacation Time: 0 – 5 Years	
		Personal Time 2 to 4: 2 – 4 Years	
		Personal Time 4 to 5: 4 – 5 Years	
5 Years	10 Years	Vacation Time: 5 – 10 Years	
		Personal Time 5 to 6: 5 – 6 Years	
		Personal Time 6 to 8: 6 – 8 Years	
		Personal Time 8 to 10: 8 – 10 Years	
10 Years	15 Years	Vacation Time: 10 – 15 Years	
		<b>Personal Time 10 to 15:</b> 10 - 15 Years	
15 Years	99 Years	Vacation Time: 15 – 99 Years	
		<b>Personal Time 15 to 99:</b> 15 - 99 Years	

# **Employee Accruals Table 5 - (Cont.)**

#### Blank:

Accrual Class: Salary Employee Accruals  Tenure Min. Tenure Max. Accrual Calculations & Settings for Respective Tenure		
Tenure wiii.	Tellule Iviax.	Actival Calculations & Settings for Respective Tenure