

Wincap Employee Attendance – Table of Contents:

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Terminology

Accrued Leave - Earned and received based on having worked for a specified length of employment. Generally, it is added to an employees code balance at the end of each month worked, or annually at the completion of a year's employment (either school year or employment anniversary date). Accrued leave is available to be taken only after it is earned.

Accrued Leave for Awarded Time – When leave is awarded, accruals must be processed using this accrual type to increase the earned balance. At the end of the fiscal year the Earned and Available Balance should equal if all accruals have been processed.

Anniversary Date – A date specific to attendance which corresponds to the first date the employee was eligible for the attendance benefits within this bargaining group. This date is utilized to calculate years of service accruals.

Available – Total (for the Current Year only) for Awarded + Granted + Accrued.

Available Balance – Total of the Carryover + Awarded + Granted - Taken + Other Balance Adjustments.

Awarded Leave - Available immediately at the beginning of the year or when employment begins. Not based on having worked a fixed length of time. Unlike granted leave, this type is earned throughout the current fiscal year. Should an employee terminate, Earned and Taken leave could be reconciled. Therefore, awarded leave requires two attendance transaction accruals. The first to award the time up-front; affecting the Available Balance, and the second to accrue the Earned Leave.

Balance Adjustment – Manual changes made to Awarded, Accrued, Granted or Taken Balances. This type of transaction is entered through the Balance Adjustment form. A contribution or deduction from a Leave Bank, whether entered thru the Mass Update or Employee Leave Bank Contribution, would also be considered an adjustment and is also included in this total.

Earned – Total (for the Current Year only) for Granted + Accrual for Accrued Time.

Earned Balance – Total of the Carryover + Granted + Accrual for Accrued Time – Taken Time + Other Balance Adjustments.

Granted Leave – Available at the beginning of the year or at the time employment begins. This type is not based on having worked a fixed length of time. When terminated in the middle of a fiscal year, there is no reconciliation of time. Granted leave is treated as Earned at the time it is received.

Years of Service Accrual and Awards – Additional leave earned when an employee reaches a specified year of employment. Accruals for Years of Service are processed separately from the base accrual utilizing the Update Years of Service routine.

Accrued only on this Year of Service and not beyond – Select this checkbox when the Years of Service increment associated with this accrual will occur only on that chosen year and not continue thereafter. This option is not available for an annual award.

Zero Out Accrued Time Through Anniversary Date – Select when the accrual method must change during a specific year of service and the prior method must zero out on the anniversary date.

Maximum Balance Override – Maximum number of units that may be carried within the balance of this code based on the number of years of service and additional accruals associated with them. When utilizing this feature, the Maximum Accrual Balance Enforcement Routine should be run from the Manage\Employee Attendance option.

Prior Taken – Accumulator only field representing the cumulative taken time prior to the current year. A Balance Adjustment Transaction can be entered to make changes to this amount if necessary.

Lifetime Taken – Accumulator only representing the Prior Taken leave plus the current Fiscal Taken.

Creating Attendance Codes

(Manage\Employee Attendance\Tables\Attendance\Absence Codes)

Click ADD

Attendance/Absence Code [Add]

2019 Attendance/Absence Code []

Description []

OK to use as an Absence Code

State Attendance Code [] Blank

Colors to use on Attendance Calendar

Text color Background

Sample: This is a test

These colors are being used as background colors by WinCap so you may want to avoid using them:

- Yellow is used for Holidays
- Cyan/Aqua is used to differentiate months on the calendar
- Light gray is used for days outside the fiscal year & filler boxes that are not dates
- Dark gray is used for non-working days & days outside the employee's group effective dates

OK to use as an Absence Code – When selected, allows you to record an absence, such as vacation or sick leave, and will affect the balance. When the box is left unchecked, the attendance code will be used as an accumulator only and will not be available to record taken time. Example: Vacation is being accrued in the current year, but cannot be used until the next fiscal year. At the end of the fiscal year, the balance could be set to be carried over into another code, like VACATION.

Colors to be Used on Attendance Calendar – Allows for the selection of color-coding by absence code for viewing and/or printing the Employee Attendance Calendar. Select a color to distinguish absences on the calendar. If no color is selected, the default color will be white.

Creating Attendance Groups

(Manage\Employee Attendance\Tables\Attendance Groups)

Attendance Group Definition

The screenshot shows the 'Attendance Group [Add]' window with the following fields and options:

- Year: 2019
- Attendance Group: []
- Description: []
- Attendance Group Definition (selected tab)
- Bargaining Unit: [] (Search: Blank)
- Default Frequency for Annual Awards/Grants: None (Date: 00/00/0000)
- Default Paycheck print option: Always
- First Accrual Period Starts: July
- Cutoff Day for Monthly Accrual: 15
- Default Unit Balance Type: Undefined
- Prorate Leave Benefits by FTE for Part-time Staff:
- Maintain Hours per Day:
- Multiply Leave Benefits by Hours per Day (Unit balances are hours, Benefits are per hour):
- Award/Grant/Rollover leave on the Employee Anniversary Date and not at Fiscal Year rollover:
- Multiple anniversary dates used for Years of Service accruals:

Attendance Group - An identifying code to represent a group of employees with similar attendance benefits. This alpha/numeric code can be up to 6 digits

Bargaining Unit – User Security field allowing for specified view rights across attendance groups. This field is valuable in determining the groups to be included when utilizing the Leave Valuation Report.

Frequency for Annual Awards/Grants –Timeline directing when the balances will be brought forward and accruals will begin.

For accruals given at the beginning of the fiscal year:

NON 12 month staff would be Calendar Start Date
12 month staff would be Fiscal Year Open Date

Date – If frequency says Calendar, this date must be 09/01
If Fiscal Year option was taken, then date must be 07/01

Paycheck Print Option –The default that appears when defining each attendance code within the group.

Always
Always
Never
Only if used

First Accrual Period Starts – Selection depends on the month in the fiscal year in which to process the first accrual for this group. A twelve-month group would be set at July, an eleven month at August, and a ten-month group at September.

Cutoff day for Monthly Accrual – The cutoff point which will determine an accrual for a partial month worked. Example: An employee hired on the 10th of the month and the cutover day for the group is set for the 15th. The employee will be included in the accruals run for the month as the hire date was prior to the cutoff day.

The same stands true for a termination. An employee that had been terminated on the 10th would not be included in the system accrual for the month, as the termination was prior to the accrual cutoff day. If a partial accrual is necessary in either case, a balance adjustment may be needed.

Prorate Benefits by FTE for Part-time Staff - Check if attendance benefits are to be prorated by a part time employee's Full Time Equivalent. *WinCap* will automatically calculate the amount of units to be made available by multiplying the full time amount times the FTE. Use of this field requires entry of the FTE within the individual employee's attendance group form.

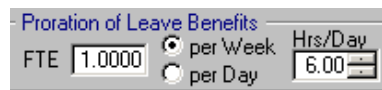


The screenshot shows a window titled "Proration of Leave Benefits". It contains a text box for "FTE" with the value "0.5000". To the right of the text box are two radio buttons: "per Week" (which is selected) and "per Day".

Example: FTE = 100% Granted Leave = 12 Units
 FTE = 50% Granted Leave = 6 Units

It should be noted, that when "Prorate Benefits by FTE" is chosen on the group form, the FTE per employee can be specified by day or by week on the employee level. When Day is specified, and a transaction is entered, the default for a day taken will be .50 per day, as opposed to when Week is specified, 1.00 would default.

Multiply Leave Benefits by Hours Per Day – Check this box only when the accrued units available depend on the hours per day that an employee works. Utilizing this field requires the entry of the Hrs/Day worked in the individual employee's attendance maintenance group form.



The screenshot shows a window titled "Proration of Leave Benefits". It contains a text box for "FTE" with the value "1.0000". To the right of the text box are two radio buttons: "per Week" (which is selected) and "per Day". To the right of the radio buttons is a text box for "Hrs/Day" with the value "6.00".

Example: 7 Hrs/Day 1 day x 7 hours = 7 units per day
 6 Hrs/Day 1 day x 6 hours = 6 units per day

To indicate a one-day leave taken when utilizing this feature, the number of units entered for a transaction would be six units instead of one. The balance in the codes for this group would also be stated in total units each day multiplied by this number of units.

The Attendance Group table will still reflect all accruals in days when this checkbox is selected. The accrual amounts and balances will be translated automatically from the days input into the group table to each employee's Attendance Summary when the accruals are processed.

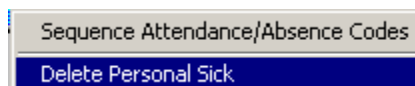
Award/Granted Given only on Anniversary Date – Check this box only when the awarded or granted time is to be issued on the employee's anniversary date and not during the fiscal rollover. When this box is chosen, the same entitled box within the Accruals tab will default. An "Accrual Transaction" must be run on a monthly basis to award or grant the time for employees with an anniversary date that falls within each month.

Multiple anniversary dates used for Years of Service accruals – Checking this box allows for a second anniversary date to be used for years of service accrual calculations. Once selected, the Accruals tab form in this Attendance Group table will display a field for “Anniv.Date for YOS Accrual” with the option to select Anniversary date 1 or 2.

Attendance Codes Detail Tab

The Attendance Codes Detail displays attendance codes and balance limits within a group. Codes that are relevant to this group appear in the grid on the left side of this form. When processing in the **ADD** mode, all codes predefined will automatically be selected and displayed in the grid to the left of the form. When selecting any code in the grid, the rules for that code will be displayed.

It may be necessary to **Delete** a code that does not pertain to this group. To delete a code, select the **Modify** and choose the specific code in the grid. Select the **Options** button located next to the Attendance/Absence Code. The code that has been selected will appear in the option to be deleted. Any code currently retaining a balance within the group cannot be deleted.



Attendance/Absence Code – Select the code to be defined from the grid at the left of the form.

Deduct from Attendance Code – A code should be entered here only when the defined Absence code should be counted up and then deducted from a different attendance code leave balance.

Example: Defined Attendance/Absence Code = FS Family Sick
Deduct from Attendance Code = S Sick Day(s)

The absence will be charged to (FS) Family Sick and counted up in that code, and then it will also be recorded as “Taken” and “Other Taken” leave in the (S) Sick Day(s) reducing the balance.

Fiscal Year Taken Limit – The maximum number of units per fiscal year, if any, that an employee is allowed to take within this code. If there is no limit then leave blank.

Record Time Taken Only – When selected, the time charged to this code will not be deducted from a leave balance. It will be treated as a count only. The “Taken” calculation will increase with each transaction

Maximum Balance - The maximum number of units to allowed at any time in this attendance code. The Maximum Accrual Balance Enforcement, can be selected from the menu *Manage\Employee Attendance\Maximum Accrual Balance Enforcement*, must be run in order to enforce the limits set here. Otherwise, the balance can be exceeded. This field includes the total of the carryover balance and the current year available balance.

Allow Negative Balance – Selecting this field allows a negative balance when a transaction is entered.

Paycheck Print Option – Select from the dropdown to determine when and if this attendance code should be printed on the paycheck. A final override is available in payroll, when the checks are printed, that will determine whether or not the attendance information as selected here should print on that check run.

- **Always** – will print whether or not a balance exists.
- **Never** – will not print, even when a balance exists or a code has been used.
- **Only if used** – will print only when any of the following balances are not zero: Accrued, Taken, Other Taken, Carry Over, or Balance Adjustment.
- **Taken only** – will print only when the Taken or Other Taken balance is not zero.

Carryover Balance - First apply annual limit of _____ units - During the rollover, the Carryover Balance from this year will be first limited to this number. If left blank, all units will be carried forward. This carryover limit is used when more leave is made available, during the current year, than can be brought forward.

The Carryover Balance units are calculated by using the Earned Balance minus the Taken, plus/minus the Adjustments. This balance is then compared to the limit set, and the lesser of the two is calculated as the Carryover.

Carryover _____ units - During the rollover, the Available Balance is limited to this number. It includes the amount that may have been previously set in the First Apply Annual Limit field plus the Available Balance. If left blank, all units will be carried forward. Example: Five days are granted this year and only three of the five days are to be carried forward each year. The maximum that can be carried forward from year to year is 215 days. Therefore, the First apply annual limit of 3 units would be considered and then a maximum Carryover of 215 units would also apply.

Apply Carryover to this Code Only – When this box is checked, the Carryover __ Units amount will be limited to the units brought forward from only this code. This applies to codes that sustain a balance within itself and also have another code carried over into it during the rollover. **Example:** A group earns 10 days leave in the Vacation Earned for next year code that is to be carried over to Vacation during the rollover. If a group is allowed to carryover 5 days Vacation from this year, the Apply Carryover to this Code only would be checked for the Vacation Code and the Vacation Code Carryover Units would be limited to 5. This allows the carryover to the Available Balance to be 15 (5 days from Vacation, and 10 days from Vacation Earned).

Carryover To Attendance Code – Check here if the Carryover balance is to transfer to a different code. When the box is not checked, the carryover will stay in the same code.

Excess To Attendance Code – Enter the code of which the excess amount of the Carryover Balance can be collected and/or used at a later date. Example: Code could be used as “Lost Vacation Time” and applied to a payout at retirement if contractual.

Units Taken Limit Per Day/Transaction – Enter the minimum and maximum number of units per day that can be entered on an attendance transaction for this code.

.50=1/2 day 1.00=1 day or .25=1/4 hour 8.00=8 hours

Transactions entered above the maximum or below the minimum set will not be accepted as a daily absence. If no entry is made creating a limit, then any number will be accepted when entering transactions.

Accruals Tab

The screenshot shows the 'Attendance Group [ITPA12]' window with the 'Accruals' tab selected. The 'Attendance/Absence Code' is set to 'Vacation'. The 'Base Accrual' section has 'Frequency' set to 'None', 'Date' to '00/00/0000', 'Units' to '0.0000', and 'FY Accrual Limit' to '0.0000'. The 'Award/Grant' section has 'Type' set to 'Neither' and 'Units' to '0.0000'. The 'Accruals for Years of Service' section has 'Years of Service' set to '0', 'Accrual Type' set to 'Annual Grant', and 'Granted on the Anniversary Date' set to '11.0000 / Year'. There are also checkboxes for 'Award/Grant/Rollover on the Employee Anniversary Date and not at FiscYr rollover', 'Accrued only on this Years-of-Service and not beyond', and 'Zero out earned/acrued time through anniversary date', along with a 'Maximum Balance Override' set to '0.0000'.

The Accruals tab dictates how much time the employees are to be given. It determines the timeline of the accrual method and the years of service awards, grants and accruals. This form is divided into three sections; the Base Accrual, the Award/Grant, and the Accruals for Years of Service.

Attendance/Absence Code – Select a code by clicking on it in the Attendance/Absence grid to the left. This is the code that will be defined within the form.

All Accruals are based on Years of Service – Check this box to create accruals that will be solely based on Years of Service. A zero can then be entered representing the first year of the accrual in the “Years of Service” grid replacing the need for a base accrual.

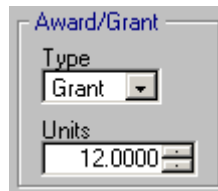
Most accruals are based on a flat amount of time, therefore, you would NOT check the All accruals are based on Year of Service.

Frequency – Defaults from the Attendance Group Definition screen. Only complete this section if the attn. code is NOT based on years of service. This section grants time to the employees.

Date – This defaults from the Attendance Group Definition

FY Accrual Limit – Maximum number of units allowed to be accrued during a fiscal year. When the accrual reaches this amount, the accrual will be stopped. Therefore, the Units should always be rounded up to exceed the limit.

Award / Grant



Award/Grant
Type
Grant
Units
12.0000

Type –Neither, Award or Grant. If “Neither” is chosen here, the leave is usually accrued, taken only, or based on years of service only

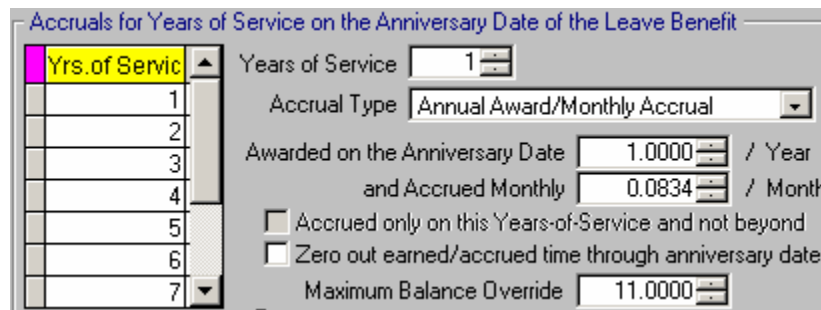
Units – Total number of days/hours to be awarded or granted annually for this attendance code during the fiscal year. If “Neither” is selected as the Type, leave this field blank.

Award/Grant only on the Employee Anniversary date and not at Fiscal Year Rollover –

Award/Grant only on the Employee Anniversary date and not at Fiscal Year rollover

When this box is checked, the Annual Attendance Accrual Transactions for Granted and Awarded Leave must be run monthly to include employees with an anniversary date within that month. Otherwise, if left unchecked, it will be necessary to run the Attendance Accrual Transactions routine only once after the Fiscal Year Rollover. The anniversary date associated with this checkbox is located on the [Employee Attendance Summary/Detail](#) form.

Years of Service



Accruals for Years of Service on the Anniversary Date of the Leave Benefit

Yrs. of Service	Years of Service
1	1
2	
3	
4	
5	
6	
7	

Years of Service: 1
Accrual Type: Annual Award/Monthly Accrual
Awarded on the Anniversary Date: 1.0000 / Year
and Accrued Monthly: 0.0834 / Month
 Accrued only on this Years-of-Service and not beyond
 Zero out earned/accrued time through anniversary date
Maximum Balance Override: 11.0000

The section for Years of Service will change its appearance as the accrual type is selected. All amounts entered here will be in addition to the amounts listed at the top of the form in the Accrual or Awarded sections unless the “All Accruals are based on Years of Service” box is checked at the top of this form. Then, all the accruals will be directed depending on the years of service only.

Years of Service –Years needed to receive specific units of time based on a specific length of employment. An entry in this field will also appear in the grid to the left of the form. Click on an empty line in the grid to add additional criteria in this area. Then select the blank Years of Service field and enter the number of years. It is only necessary to complete this section for the years that require a change in the amount of the accrual. Each year following the year specified will remain the same accrual until the new anniversary date year is reached.

The number of years associated with the Years of Service is located on the individual employee’s attendance tab on the employee information screen. The [Update Years of Service](#) routine (*Manage\Employee Attendance\Update Years of Service*) must be run each month or at the beginning of each accrual period

depending on the anniversary date used. Having the correct Years of Service is critical to ensure that the employees receive accurate accruals.

Accrual Type – Designates the kind of leave. Select from the drop down box.

- None
- Annual Grant
- Annual Accrual
- Annual Award/Monthly Accrual
- Monthly Accrual
- Payroll Period Accrual

None – Years of Service accrual is not associated with this absence code.

Annual Grant – Leave given upfront that has not been previously earned. The amount to be entered in the Granted on the Anniversary Date field is the total yearly amount associated with this year of service.

Granted on the Anniversary Date – Days/Hours granted upon reaching the corresponding Years of Service

Monthly Accrual – Amount of units to be accrued every month. Also, enter the Fiscal Year limit per year. Always round the monthly accrual up, as the accrual will stop when the limit is reached.

Accrued Monthly – Units per month to be accrued for the Monthly Accrual for the additional years of service. The amount each month will be included in the employees Earned Balance.

Add Employees to Attendance Groups

(Manage\ Employee Information\Attendance Tab)

Attendance Group	Start Date	End Date	FTE	Yrs. Credit	AccrMan	Position	Seq	Ackn
	/ /	/ /	0.0000	0.000	<input type="checkbox"/>			

Attendance Description | AttCd

Attendance Grp: [Blank] | Primary Position: [Blank] | Work Calendar: [Blank]

Effective: 00/00/0000 | End Date: 00/00/0000

Proration of Leave Benefits: FTE 1.0000 | per Week | per Day

Anniversary Date for Leave Benefits: 00/00/0000

Years Credit for Additional Accruals: 0.000

Accruals Entered Manually:

Notes: Participates in Leave Bank as of 00/00/0000

Units Taken limit per Day/Transaction: Attendance Code [] Min 0.0000 Max 0.0000 Increment 0.0000

Click Modify and select the attendance group associated with the employee

Primary Position, Work Calendar, Effective, FTE defaults from the primary position

Anniversary Date for Leave Benefits – Enter the start date for the attendance code.

Years Credit for Additional Accruals – Years the employee has credit towards additional service. This field is used to determine how many days/hours they will receive.

Accruals Entered Manually – Check here when the employee’s attendance accruals should not be automatically calculated. When the box is checked, the employee’s record will display in yellow when running the group related Accrual Transactions. The accrual process will include the employee with an error message “Manual Accrual” to remind the user that a manual entry may be necessary at the same time as the associated group’s accruals are run.

Participate in Leave Bank – Check here if the employee participates in a Leave Bank. This field is useful when contributions or withdrawals are to be mass implemented for an entire group.

Adding an Absence

(Manage\ Employee Attendance\ Attendance Transactions)

The screenshot displays the 'Adding an Absence' window. The 'Absence' tab is active. The calendar shows the period from April 21 to June 8, 2019. The right-hand form contains the following fields:

- Attendance/Absence Code: Blank
- TranCode: Leave Taken
- TranType: Absence
- Units per Day: 1.0000
- Total Units: 0.0000
- FTE: 1.0000
- Date Range: 00/00/0000 - 00/00/0000
- Available: 0.0000 to 0.0000
- Earned: 0.0000 to 0.0000

1. Click Add
2. Find the employee and hit the Tab key on your Keyboard until you get to the Attendance Code field
3. Enter the attn. code
4. Trans code is usually Leave Taken, but other options can be used (click drop down for options)
5. Units per day – enter the number of days/hours employee is taking
6. Date Range – if one or less day is being taken, just enter the date in the first field. If employee is taking multiple, consecutive dates, enter a date range.
7. Click Save