

MONTHLY ACCRUALS

Go to *Mange/Employee Attendance/Attendance Accrual Transactions*

Employee Attendance Accrual Transactions

Fiscal Year 2019 Criteria Name Last Run

Record Selection

Attendance Group All

Work Calendar All

Attendance/Absence Code Pto

Month of First Accrual All

Where

Accrue for What

Trans Code Accrued Leave Effective 03/01/2019 Port Name

Trans Type Years of Service Comments

Frequency Monthly

Monthly Update for the Month of March

Yearly Accrual employed by the cutoff date in the month of employed anytime during the month of March

Update

Print Preview OK Print Settings Cancel

Record Selection area:

You may want to enter the attendance group and Attendance/Absence Code.

Month of First Accrual should always say ALL

Accrue for What: have the options as shown in picture

Effective Date and Monthly Update for the Month of need to be consistent with each other

Once you have the screen setup correctly, you may want to save your options by clicking BOB and saving your criteria