



Introduction:

The "**Basic Absence Tracking**" functionality of the Benefit Accrual Module supports all the functionality of TimeKeeper-PC's V4.0 **Absence Tracking Module** (plus several additional advanced features).

The "**Basic Absence Tracking & Automatic Accruals**" functionality supports all the functionality of TimeKeeper-PC's V4.0 **Absence Tracking Module**, as well as provide an enhanced automation capability (user defined automated accrual functions).

Preface:

In order to make better sense of the benefit accrual system it is helpful to review several of the system's basic terms and building blocks (files):

Basic terms:

- Allowance (also referred to as Quota) – the amount awarded to the employee's absence benefit time each tracking period.
- Accrual – ad hoc additions to the employee's benefit balance based on either manual or automatic adjustments.
- Usage – the amount of absence benefit time used by the employee.
- Balance – the result of applying the benefit accrual rules (Allowance + Accrual – Usage).
- Tracking period (sometimes referred as Tracking Year) – the time period to which all basic parameters (i.e. allowance, usage, balance etc) refer to.
Please note that although the tracking period is often equivalent to a standard year (i.e. 12 months) shorter tracking periods can be specified.

Building blocks:

the absence tracking system uses a combination of two data files, as follows:

- ABSFOLLOW – the main absence tracking data file, each record in the file holds all the accumulated data per absence code-per employee-per one tracking year.
The file holds the all the accumulated information (per tracking year) such as the employee's balance, allowance, total accrued time, total used time etc.
- ABSTRX – the secondary absence tracking file, each record in this file is linked to a particular ABSFOLLOW record (several ABSTRX record can be linked to one particular ABSFOLLOW record).
Each record describes an event that occurred during a particular tracking year (or on a particular ABSFOLLOW record), events can be an absence time usage by the employee, an automatic accrual (automatic addition), a manual accrual (a manual addition). Thus, each record holds an amount of time (in positive or negative value depending on the event) and a reason code describing the event.
Event codes are part of TK's justifications codes (located in the TK's security settings, codes No.9000 and above are automatic codes which cannot be deleted from the system)

The files can be viewed and manipulated by the system's user via the Benefit Accrual Balance File (located in the Edit/View menu), this is the benefit accrual's browser.

The primary file seen in the browser is the ABSFOLLOW file, the ABSTRX file may be added to the browser as a secondary file (each ABSFOLLOW record selected would automatically display its linked ABSTRX records).

All the browser's properties and settings may be changed from the standard browser configuration screen.



The system also has a variety of reports, all benefit accrual reports are located in the “Reports & Graphs-Benefit Accrual Reports” menu.

Note – the benefit accrual module includes special support for rules that apply to employees of Israeli Government Ministries and related Agencies (i.e. IGMA rules). As these rules are relevant only in the IGMA environment, there may be fields of no relevance to non-IGMA environments. Fields specified in this document as IGMA related should be ignored in all non IGMA installations.

Basic Absence Tracking Setup -

Following are instructions for the setup of the above mentioned functionalities in V5.
Note, that only part of the existing screens and fields are required for implementing the absence tracking functionality, some are used for the advanced automatic accrual setup (detailed in the next chapter) while others are optional (actually, most of the fields described are optional, in order to activate the system only a few definitions are required).
To set up and activate the system, four configuration items are available (although not all must be used).

These are the benefit accrual setup files:

1. TK5WIN’s system configuration file (SYSCNF).
2. The Benefit Accrual Module configuration file (ABSCNF).
3. Table H absence tracking configuration tabs (TABLE H).
4. Employee setup file.
5. (**Automatic Accruals**, described in the next chapter) - Automatic accrual groups, factors & definitions – please note that this final item is actually a collection of files required for the definition & operation of automated accrual processes.

System Configuration File (SYSCNF):

The system configuration file - located in the TK’s “Set Up-Add/Edit Configuration Files-Add/Edit System Environment Definitions” menu, the Absences tab is required for the benefit accrual modules’ startup definitions (**Figure 1**) -

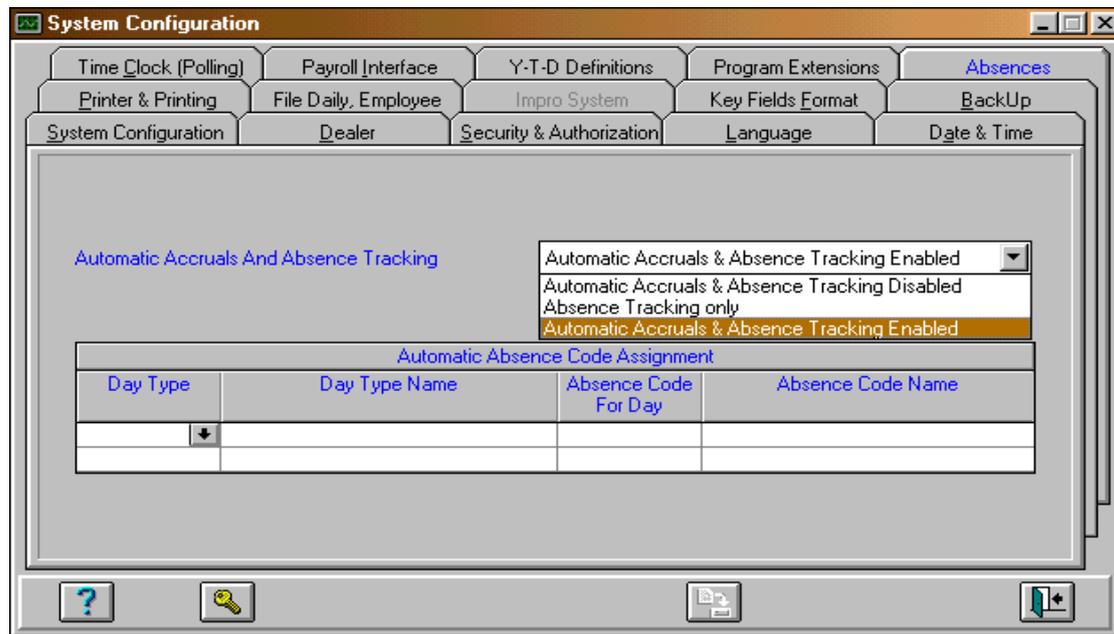


Figure 1

The Automatic Accruals and Absence Tracking field can be set to one of three options:

- Automatic Accruals & Absence Tracking Disabled
- Absence Tracking Only (i.e. the “**Basic Absence Tracking**” functionality)
- Automatic Accruals & Absence Tracking Enabled (i.e. the “**Basic Absence Tracking & Automatic Accruals**” functionality) – please note that this setting requires an appropriately configured HASP plug.

Benefit Accrual Module Configuration File (ABSCNF):

The benefit accrual configuration file - located in the TK’s “Set Up-Add/Edit Benefit Accrual Set-Up Files-Add/Edit Benefit Accrual Configuration” menu (**Figure 2**) – Currently seven tabs are available in the ABSCNF file, the file is used to define the benefit accrual systems’ most system wide definitions.

Please note that definitions in this file are optional, users can leave the file’s default settings untouched with no re-precautions to the systems’ operation.

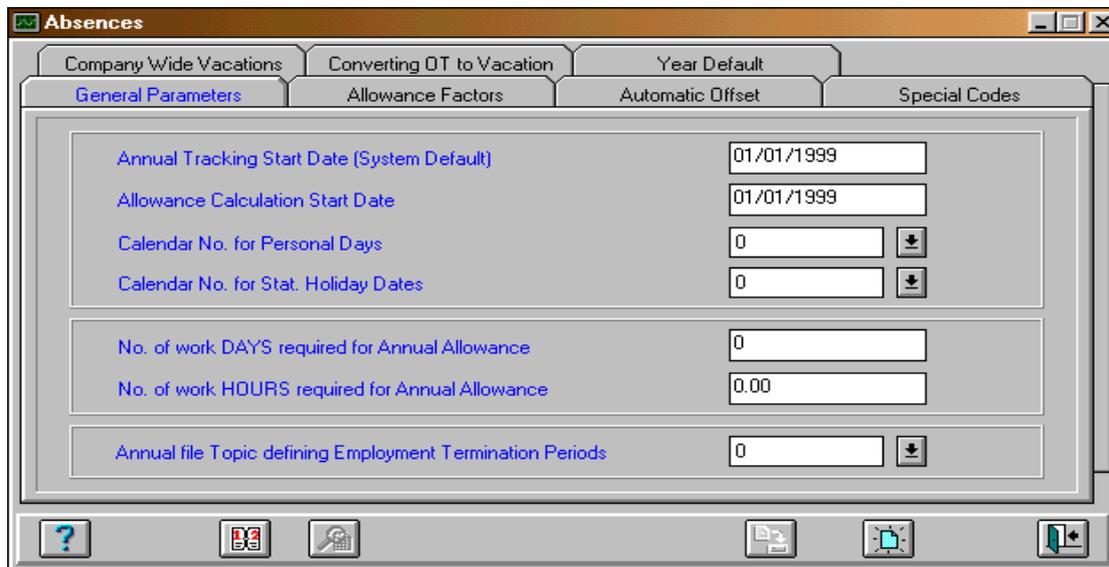


Figure 2

1. General Parameters Tab –

- Annual Tracking Start Date (System Default) field - This field is used as a default tracking start date in case the system user defines no specific tracking start date in Table H (also, see the Table H section in this document).
- Allowance calculation start date – no benefit accrual calculations will be performed before the date specified in this field.
The main usage of this field is during the initial setup of the system when a global system start date is sometimes required.
For example – in case the data is imported from an external source (and thus the data imported represents each employee’s accumulated absence balance for a specific point in time), the systems’ user may want to block all possibility of calculations taking place prior to that point in time.
- Calendar No. for Personal Days – for use in IGMA setup.
- Calendar No. for Stat. Holiday Dates - for use in IGMA setup.
- No. of work DAYS required for Annual Allowance – inactive field.
- No. of work HOURS required for Annual Allowance – inactive field.
- Annual file Topic defining Employment Termination Periods – inactive field.

2. Allowance Factors Tab –

The allowance factors tab is used in the setup of the automatic accrual functionality, specifically, it is used in the setup of employee based allowance factors. The use of this tab will be detailed in the automatic accruals section of this document.

3. Automatic Offset Tab –

This tab support two operational features - the attendance deficiency trimming with absence allowance as well as the negative to positive absence balance trimming.

Attendance deficiency trimming with absence allowance - This feature enables deducting employees’ deficiency hours from various absence codes balance (i.e. their vacation balance, sick balance etc).

- “Offset Attn Deficiency with Abs. Allow” check box – activates this feature.



- The Absence Codes should be entered in the order which the deduction should occur (top to bottom).
- Attn. Deficiency Value field or expression – defines which field (in the Pay-Period file) holds the deficiency value (i.e. Deficiency) or alternatively, defines an Expression representing this value.
- Deficiencies rounding – in order to round the deficiency value (prior to performing the offset) a round interval and grace can be defined.

Note!

This feature should be used in conjunction with the following fields –

- Trim Absence & Maximum Trim Value in the employee profile screen. When the "Trim Absence" field is set to "Yes" and the "Maximum Trim Value" field has a non-zero value, offsetting will be applied only up to the limit of this value. For example, if the "Maximum Trim Value" field has a value of 5, only deficiency hours up to 5 (if any) would be transferred to the specified Absence Codes. For more details see following sections regarding Employee and Table H setup.

Note: These fields are not required however for leave offset (that is if you run absence offset only)

- In case the absence types defined are tracked in days a conversion value need to be defined (in order to convert the deficiency hours into absence days), the value defines the amount of time (in minutes) which comprise a standard work day.

This value can be defined in the following locations:

- Table H – in the "Std. Absence Day Value" field (in the Basic Parameters tab).
- Contract - in the "Value to Calculate Absence" field (in the General Parameters tab).
- Employee – in the Part Time fields, a "From-To" date range should be defined (usually encompassing the employee's entire employment period) followed by an "Absence Value".

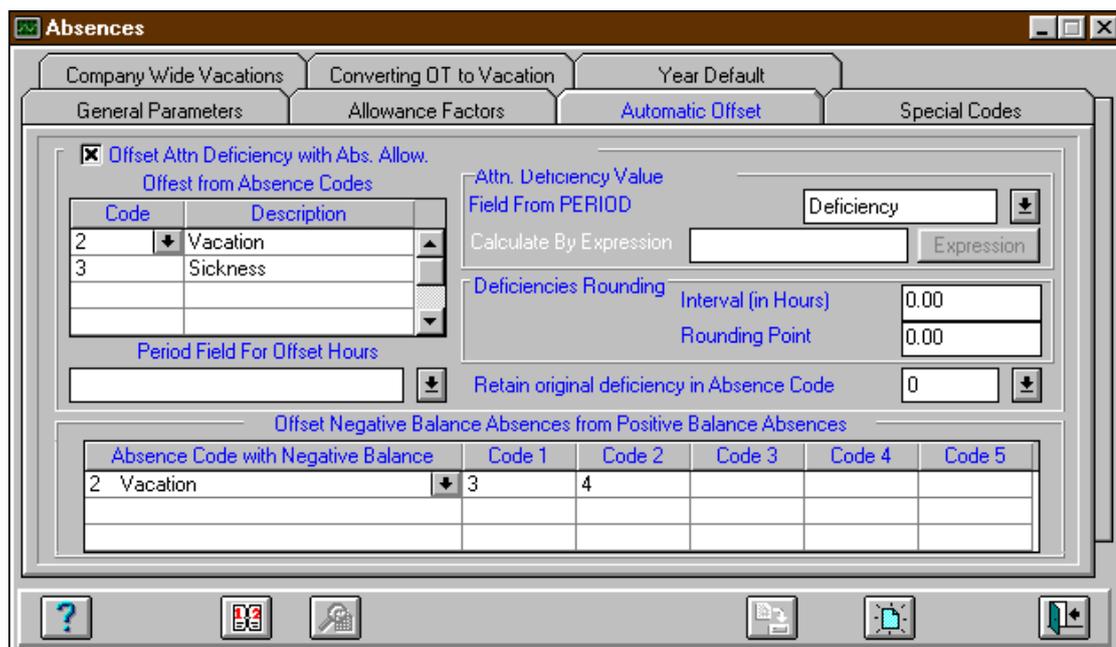




Figure 3

Negative to positive absence balance trimming – enables trimming a negative absence balance with a positive absence balance (example - trimming a negative vacation balance with a positive sickness balance).

- Absence balance with negative balance – defines the negative balance absence type (the negative amount of this absence type will be deducted from the following codes).
- Code 1, Code 2 etc – defines the deduction order (so in case Code 1 is depleted, Code 2 is trimmed and further on).

Important! In order to enable this feature, Leave Offset (ABS_NEGAT field in the Employee master) MUST BE SET TO 1 (1=enabled, 0 = disabled).

4. Special Codes Tab & Company Wide Vacations Tab-

These tabs are used by IGMA enabled benefit accrual system (although they have some functions which may be used for standard systems, these functions, however, are beyond the scope of this document).

5. Converting OT to Vacation Tab -

This Tab should be utilized when the defining user needs to *automatically* convert employees' overtime hours to (paid) Vacation (**Figure 4**)

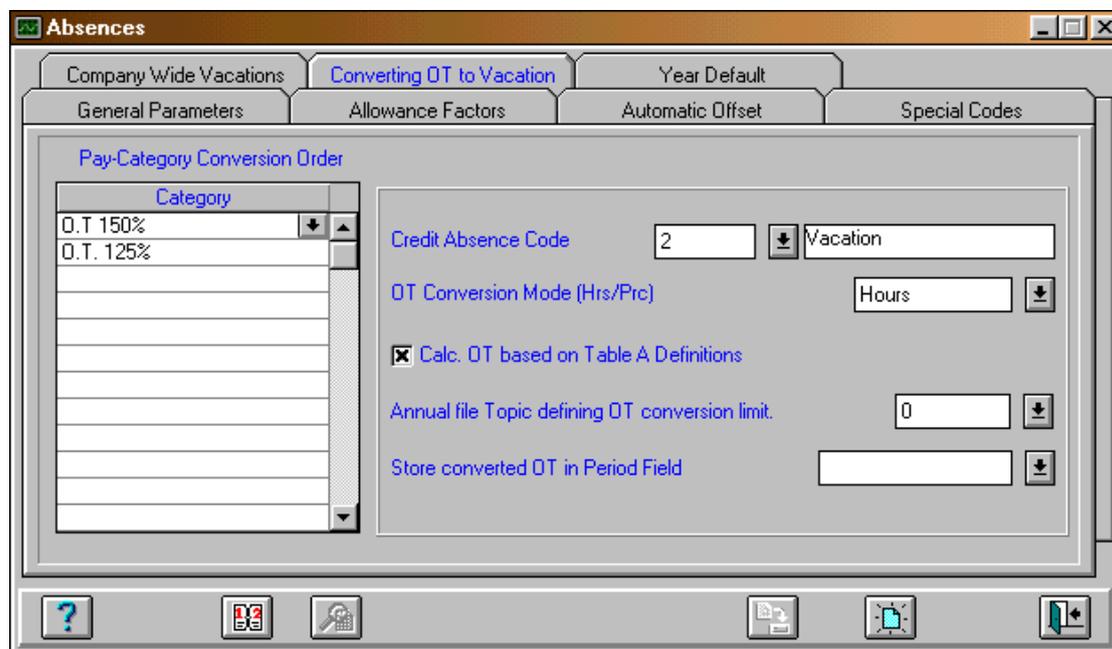


Figure 4

- Pay Category Conversion Order - the relevant OT Categories should set in the order in which conversion is to occur (top to Bottom).
- Credit Absence Code – the absence that will get the credit (usually set to the Paid Vacation absence, although any absence can be selected).



- Calc. OT based on Table A Definitions - Normally, TimeKeeper-PC will convert OT hours on a nominal basis (one hour of OT is converted to one hour of Vacation regardless of the Pay-Category type being converted).
To convert on a real-value basis (for example: one-and-a-half hours of Vacation are allocated for each hour of OT 150%) select the Calc. OT based on Table A Definitions. The conversion factor used will be based on the "Value %" field of the Pay-Categories Definitions tab in Table A.

In case certain limits need to be defined on the maximum amount of conversion to take place, the following fields are used-

- OT Conversion Mode field – set to "Hours" (to specify the maximum amount of hours to be converted) or Percents (to specify the maximum amount of hours to be converted in % of an employee's OT hours).

There are two options for setting the value of the OT conversion limit (whether in hours or as a percentage):

- It can be entered via the "OT2VAC" field in the Employee file (also see the Employee section), in which case it will be applied as a default for that employee for ALL pay-periods.
- It can be manually entered for each and every pay-period via an Annual Topic screen (Some situations require that different limits be specified from one pay-period to another).

This requirement is supported via the use of an Annual Topic, once a **manual input** Annual Topic code has been set up, it can be selected in the "Annual file Topic defining OT conversion limit" field.

6. Year Default Tab –

The year default tab (**Figure 5**) is used to define limits and conditions (at a system level) on tracked absence codes (note – in Table H the absence tracking mode should be set to "Enabled with Automatic Accruals" in order use the absence code in this Tab)

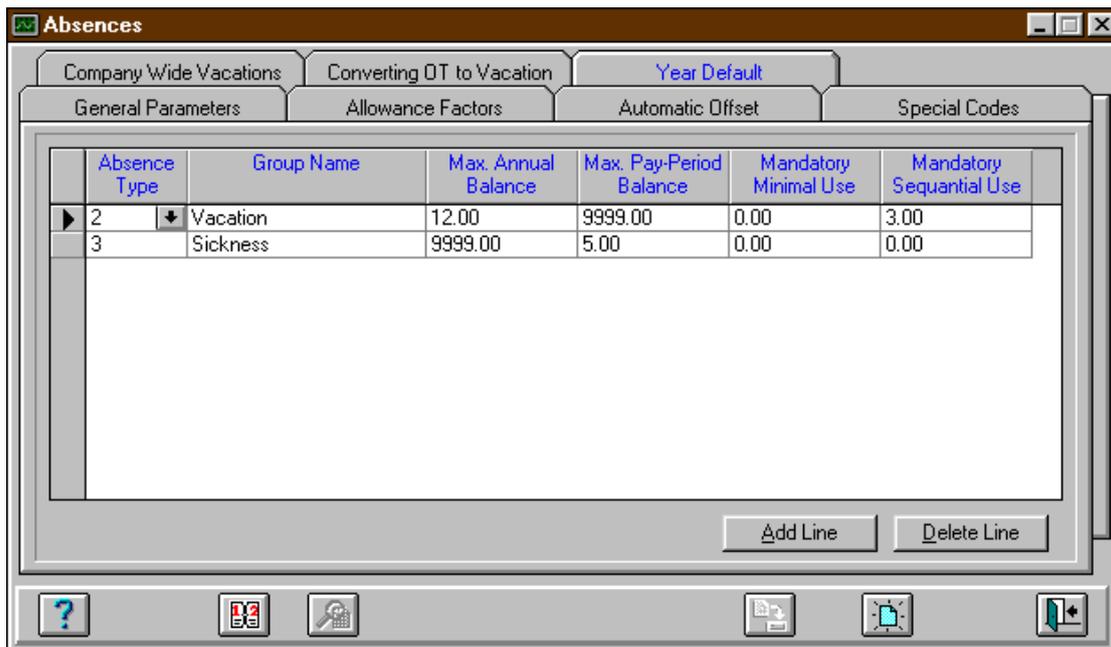




Figure 5

The "Add Line" and "Delete Line" buttons are used to add or delete absence types to this screen.

- Absence Type – determines the absence number & name which is used by each line.
- Max. Annual Balance – sets the maximum amount of time that may be transferred (Carry Forward) from one year to the next.
- Max. Pay-Period Balance – sets the maximum amount of time that will be transferred from one period to the next.
- Mandatory Minimal Use – sets the minimum amount of time that must be used during the tracking year, if the minimum time was not achieved the system will deduct the remainder at the end of the tracking year.
- Mandatory Sequential Use – sets the minimum amount of time that must be used **sequentially** during the tracking year (in one usage), if this minimum time was not achieved the system will deduct the remainder at the end of the tracking year.

Table H – Absence Type Definitions:

Located in the TK5's "Set Up-Add/Edit TimeKeeper Set-Up Files- Table H – Absence Type" menu. (Figure 6) -

For each Absence Type (Code) you wish to track the following definitions are available.

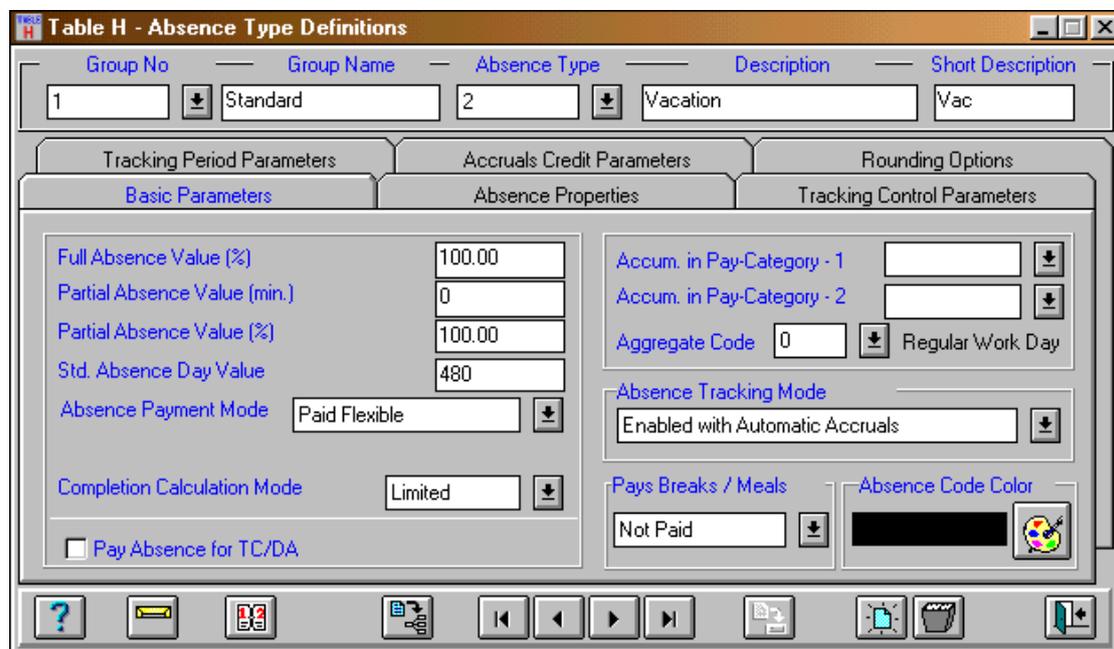


Figure 6

1. Basic Parameters Tab-

- The required Absence Tracking Mode should be defined, the following options are available:
 - Disabled: Absence Tracking disabled for this absence code



- Enabled: absence tracking only, in this mode the code is merely tracked (i.e. the benefit accrual system will record its usage), however, no allowance (quota) may be defied.
This mode is generally used for codes that do not have any allowance by definition but their usage should still be tracked by the system
Example: jury duty, there is no predefined allowance for this code (usually) since the jury duty lasts as long as the trial lasts, hence, only "withdrawals" from this absence balance are possible.
- Enabled with Automatic Accruals: absence tracking & accruals are enabled for this absence code.
The system will track the usage as well as provide allowances for this absence code ("withdrawals" and "deposits" to the absence balance are possible).
- Aggregate Code – this field is used whenever several absence codes usage need to be deducted from one absence balance (so that several codes aggregate one code).
- Note – the "Std. Absence Day Value" field may be used in conjunction with the benefit accrual configuration file (ABSCNF) Automatic Offset Tab (see previous section regarding attendance deficiency trimming with absence allowance).

2. Absence Properties tab –

In order to restrict an absence code's usage to a specific period (i.e. "Snowed In" only to winter months) enter the required dated range (Day/Month) in the "Valid Date Range – From/To" fields.

Any attempt to enter the absence code within the restricted period via the daily browser will be rejected (this option can be activated without the absence tracking system).

3. Tracking Control Parameters Tab –

The tab controls the basic characteristics of the absence tracking (**Figure 7**)

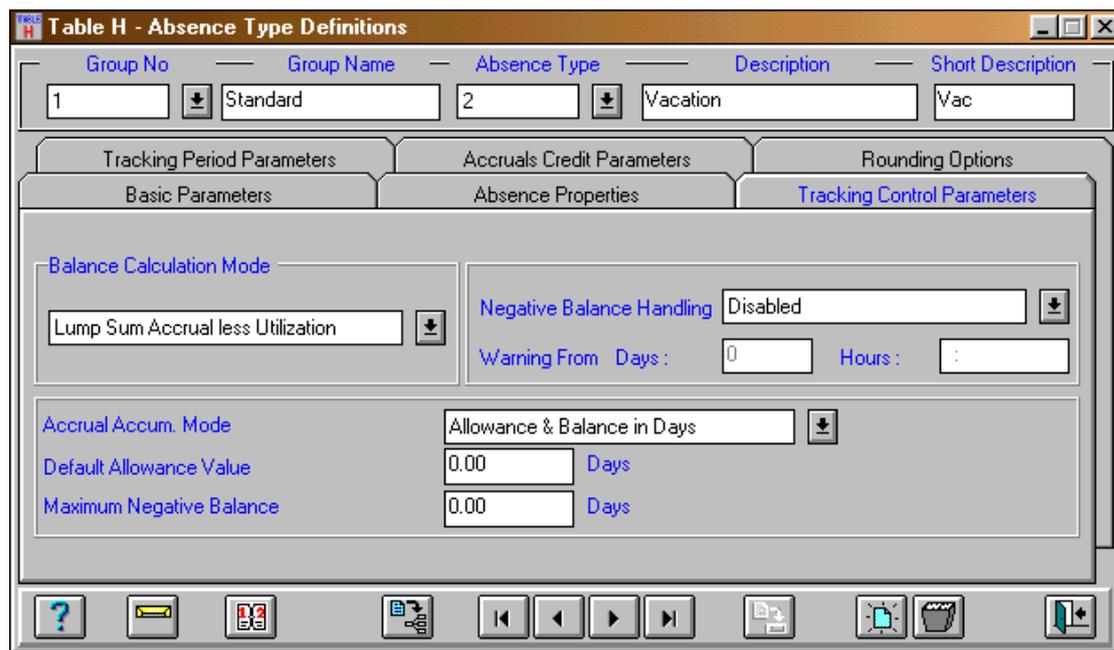


Figure 7



- Balance Calculation Mode – sets the preferred calculation mode.
 - Accumulated Accrual Less Utilization – the allowance is awarded in a proportional gradual manner throughout the tracking year (i.e. a small portion of the employees’ allowance will be added to the employees’ balance each pay period).
 - Lump Sum Accrual Less Utilization – the allowance is awarded in one lump sum at the beginning of the tracking year.
- Accrual Accumulation Mode - determines how the allowance and Balance are calculated and displayed (in hours or in days). Four options are available:
 - Allowance & Balance in Days.
 - Allowance & Balance in Hours.
 - Allowance in Days / Balance in Days and Hours – the allowance is calculated in days, the balance is calculated in days but is also translated into hours.
 - Allowance in Hours / Balance in Days and Hours - – the allowance is calculated in hours, the balance is calculated in hours but is also translated into days.
- Default Allowance Value – sets a default allowance value for the Absence Code. If required, this value may be overridden by an employee specific value, see following section for further details.
- Maximum Negative Balance – (works in conjunction ABSCNF automatic offset feature) the Maximum Trim Value possible, beyond this value the system will not allow any further deductions from this absence code.
- Negative Balance Handling – determines the system’s reaction in case the absence balance is depleted, three options are available:
 - Disabled: Negative Handling Balance disabled (i.e. the absence code is allowed any negative balance).
 - Enabled Without Editing: Exceeding an employee’s balance triggers a warning message and prevents the operator from using the Absence Code. The operator is unable to override the systems’ decision.
 - Enabled with Editing: Exceeding an employee’s balance triggers a warning message. The operator can override the system and use the absence code (despite message).

In case negative balance handling is used (either with or without editing) a tolerance level can be defined to trigger the warning message (in the “Warning From”, a negative balance which exceeds the values entered in the Warning from” Days/Hours fields, will trigger the Warning Message.

Example – if the “warning from” is set to 2 days (and assuming the absence allowance is tracked in days) the warning message would appear after the employee uses his entire absence balance + 2 days.

4. Tracking Period Parameters Tab –

The tracking period usually starts at the beginning of each year (January 1) and ends at the year end (December 31), these are also the default definitions in the benefit accrual system. In case different definitions are required (i.e. different tracking start or timeframe) the tracking period parameters tab is available (**Figure 8**).



Table H - Absence Type Definitions

Group No	Group Name	Absence Type	Description	Short Description
1	Standard	2	Vacation	Vac

Tracking Period Parameters

Accruals Credit Parameters

Rounding Options

Basic Parameters

Absence Properties

Tracking Control Parameters

Tracking Start Date
Type: Calendar

Tracking Start Date: / /

"Employee File" Field

Allowance Allocation Period
Annual

Figure 8

- Tracking Start Date - defines the absence tracking start date, the date set in this field would determine the exact day/ month in which absence tracking starts (or rolls over to the next tracking year), please note that the year (CCYY) within the date entered is irrelevant (i.e. only the day/ month are relevant).
Five options are available:
 - Calendar: tracking start is set to the January 1st (regular year start)
 - As Defined in Table H: tracking start date is based on the value entered in the Tracking Start Date field (located below the field).
 - As Defined in ABSCNF - configuration file: tracking start is Based on the date entered in the Benefit Accrual Module configuration screen (ABSCNF). See previous section regarding the benefit accrual configuration file.
 - Employee's Hire Date: tracking start is based on the Employment Start field (in the Employee file).
 - User Defined Date Field in the Employee File: Based on one of the date fields located in the employee file,
Use of this option requires setting the relevant field in the "Employee File" Field (located below the field).
- Allowance Allocation Period – sets the length of the tracking period, although generally the tracking period's length is one full regular year (approx. 365 days), it may be set to a lower value, effectively, this field sets the tracking end date (or in other words - the overall tracking length).
Example – an "exam period" absence code may only be two month long.
Three options are available:
 - Annual: one full year (12 month), this is the most common setting.
 - Periodic (Based on Employee Field): this option is used in conjunction with an "Employee File" date Field (located below the field).
The absence tracking period would end (each year) on the day/ month specified in the employee date field.



- Periodic (Period Type+No. of Periods): this option is used in conjunction with the relevant Period Type and Number of Periods (located below the field).
This mode is used whenever the tracking periods' length is set as a number of pay periods.
For example : A student who has a tracking period that is 9 month long.
Period Type: Select Pay-Period, Weekly, Biweekly, Semi-monthly or Monthly.
Number of Periods: Enter the required value.

The combined effect of these two definitions sets the start and the length (or end) of the tracking period, please note, however, that the tracking period cannot (and should not) surpass a length of one regular year (365 days).

5. Accrual Credit Parameters Tab – this tab controls a variety of accrual definitions such as allowance eligibility, allowance frequency, annual carry forward etc (**Figure 9**).

Figure 9

- Accrual Frequency – sets the allowance accrual frequency, this field has two possible work modes which are dependant of the “Balance Calculation Mode” setting (located in the Tracking Control Parameters” Tab):
 - In case the “Lump Sum Accrual Less Utilization” Mode is used, the allowance Frequency’s “Lump Sum” field is active, The field has two options-
 - a) At The End of The Year: The employee’s entire allowance is allocated (in one lump sum) at the end of the Accrual Period.
 - b) At The Start of The Year: The employee’s entire allowance is allocated (in one lump sum) at the beginning of the Accrual Period.
 - In case the “Accumulated Accrual Less Utilization” Mode is used, the allowance Frequency’s “Accumulated Accrual” field is active, Five options are supported:



- a) Pay-Period: The employee's allowance is allocated periodically (in equal parts).
In other words - The employee's allowance is awarded in increments throughout the tracking period according to each employee's pay-period type (The allowance is accrued on each pay period calculation).
- b) Weekly.
- c) Biweekly.
- d) Semi-Monthly.
- e) Monthly.

Note – the last four options will work only for employees that are assigned to an equal or shorter pay period type, hence, a monthly employee cannot have a weekly accrual frequency but the contrary is possible (a weekly employee can have a monthly accrual frequency).

- Eligibility Start – this field is used in order to set a certain probationary period (from the employees' hire date) during which no absence time will be accrued to the employees benefit.
After the probation period ends the employee will receive all the time that he was suppose to accrue during the probationary period (so the probationary period does not effect his overall yearly allowance).
The probationary period can be defined in days or in an amount of specific periods.
 - Base Allowance on partial Job percent – is still inactive.
 - Enable Carry forward – enabling this feature (by clicking the check box) will allow the transfer unused absence balance from one tracking year to the next.
Two options are available:
 - Retained – unused absence balance will be transferred from the previous year's balance to the current year's historical balance field, the unused balance will also be added to the current year's balance (as a lump sum at the beginning of the tracking year).
 - Discarded – unused absence balance will be transferred from the previous year's balance to the current year's historical balance field, the unused balance will **not** be added to the current year's balance (so this option is only used in order to designate the absence loss, it has no other functional purpose).
 - Store Carry Lost Hours - enabling this feature (by clicking the check box) enables the transfer of "lost" hours to a specific category or absence code (in the pay period file). The "lost" hours are hours that were discarded from the employees' absence balance due to a variety of reasons - failure to meet the year default limitation (see the absence configuration section), failure to meet automatic accruals definitions etc.
Please note that the hours "lost" may be transferred only into the period file, hence, transferring the "lost" hours into an absence code will not effect that code absence balance (it is added only to the period file, not the absence tracking files).
 - Absence Continuity Mode Set By - for use in IGMA setup.
6. Rounding Options Tab – this tab is mainly used in case rounding the absence balance is required, the tab also supports several additional auxiliary functions such as manual additions to the absence balance and ABSTRX payroll transfer (**Figure 10**).



Figure 10

- Rounding options – these will round the absence balance according to the standard TK rounding definitions (round and grace).
- Enable “Activity Based Allowance Increase – in case a manual additions to the absence balance are required, this options should be enabled. Any amount located in the defined pay category will be added to the absence codes’ balance.
- Manual Transactions Transfer (ABSTRX file) for Payroll – is used in case data from the ABSTRX file in needed in the payroll transfer. The data (amount) located in the ABSTRX file can be transferred into a the PERIOD file or into the SALAUX file (into a selected field within one of those file).

Employee Profile Screen:

Several definitions are available at the employee level (note that this is the “lowest” level available).

The following fields may be added to the Employee Profile Screen, all the following fields can be added through the “Add/Edit Configuration Files- Edit/View Employee Screen Configuration” option located in the “Set-Up” menu (**Figure 11**).



Figure 11

The following fields may be used in conjunction with the benefit accrual system:

- For each tracked Absence Code an employee based allowance can specified (in either Days or Hours), the following definitions are required:
 - Absence Code:** the absence code tracked. The appropriate **Description** will be displayed.
 - Default Days:** employee’s allowance value (for that Absence Code / Employee) in days.
 - Default Hours:** employee’s allowance value (for that Absence Code / Employee) in hours.
- **Trim Absence:** in order to activate deficiency conversion to absence hours this field should be set to “Yes”, setting it to “No” will disable this feature.
- **Maximum Trim Value: (Maximum Deficiency),** Sets the maximum limit for the deduction of “deficiency hours” (deficiency) from the absence balance. The conversion will be based on definitions entered (see previous section) in the Automatic Offset tab of the Benefit Accrual Module configuration screen. For example: in case the field is set to “5” and the employee has 15 deficiency hours, only 10 hours will converted to absence hours.
- **OT2VAC: (Overtime to Vacation),** sets a maximum limit for the conversion of overtime hours to (paid) vacation hours. For example: in case the field is set to “10”, and the employee has 15 overtime hours, only 10 hours will be converted to vacation hours.
- **Enable N.B. Offset –** enables the negative balance offset, the field should be set to 1 in case negative balance offset (defined in the benefit accrual configuration file) should be activated, in order to disable the negative balance offset this field should be set to 0.
- **Abs Group -** The Abs Group field is used in the setup of the automatic accrual functionality, the use of this field will be detailed in the automatic accruals section.



Note!

- a) Based on definitions for the **Accrual Accumulation** mode (see section above) the system will refer to either a “Days based” or the “Hours based” Default Allowance values entered in the employee file.
- b) The exact location of these fields in the employee profile screen is not important, although it is recommended (for neatness purposes) that an additional Tab (designated for absence tracking purposes) be created.
- c) If required, the Synonym feature may be used to change the displayed name (performed by right clicking on the field and selecting Set Synonym For Field option).

Automatic Accruals Setup -

The automatic accruals is a benefit accrual sub-system allowing the configuration and management of independent automatic accrual/allowance rules. The system is designed as an open engine allowing the defining user the composition of absence rules (or as termed in TK – factors & definitions) and their assignment to employee groups.

This is the automatic accruals setup procedure & files:

1. Setup and assignment of absence groups (ABSGROUP).
2. Benefit Allowance factors configuration (ALLOWDEF).
3. Depending on the factors defined one or both of the following definitions is required -
 - a. Annual Topics definition (YEARDEF) – when using attendance based factors (has to be defined prior to the benefit allowance factors).
 - b. Benefit accrual configuration file (ABSCNF) - Allowance Factors Tab definition, when using employee based factors.
4. Benefit Accrual Definitions (ALLOW).

Please note – before the commencing the following setup, the System Configuration File (SYSCNF) Absences Tab must be set to “Automatic Accruals & Absence Tracking Enabled”, also note that the HASP plug’s internal setting **must** be set to the automatic accruals functionality.

Also note that all the automatic accrual rules (which are “linked” to the employees via the absence group field) are in **addition** to any of the standard definitions (described in the previous sections).

Thus, if an employee has an automatic rule that entitles him with an additional vacation day upon achieving more then 20 overtime hours (per month), the rule is applied in addition to any standard allowance assigned to him via the employee file absence field.

Setup overview –

The automatic accrual setup procedure revolves two major definitions, these may be better understood by considering them as two phases of (or two steps in) the same definition:

- Benefit factor – an employee based / or attendance based date item, each time this data item is changed, the benefit accrual system must check if the data item’s new value corresponds to any predefined values.
- Benefit definitions – these are the predefined values.

Example –

The actual rule:	If an employee works more then 40 paid hours in a pay period he qualifies for one extra vacation day (i.e. his vacation balance must be increased by 1 day).
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Translation of the above rule into the automatic accrual system –

The benefit factor:	The pay period's paid attendance (i.e. PERIOD->ATT_WAGE)
The benefit definitions:	If the factor range is from 40 to 999.99 hours, the employee should accrue one additional vacation day.

Following is the step-by-step setup procedure of the automatic accruals sub-system:

Absence Groups Setup (ABSGROUP):

The absence groups file - located in the TK's "Set Up-Add/Edit Benefit Accrual Set-Up Files-Add/Edit Benefit Groups" menu (**Figure 12**).

The absence groups allow the defining user to create various employee groups, each group with its own individual accrual & allowance rules.



Figure 12

At least one absence group must be defined in order to setup any automatic accrual rules. The absence group field can be added to the employee file (see previous section), each employee may be assigned to one absence at a time.

Benefit Allowance factors configuration (ALLOWDEF):

The benefit allowance factors (**Figure 13**) are used to set employee and /or attendance based fields which should automatically effect the employees absence allowance or balance. Example – a change in the employee's assigned department (from department 4-shop worker to department 5-management) should automatically change the employee's yearly allowance. The factor in the above example is the employee department field, ("VAL(EMPLOYEE->DEPARTMENT)"), in essence, the factor is a TK value that is monitored for any changes preformed on it, this is because any factor change may automatically "drag" a change in the benefit accrual system.

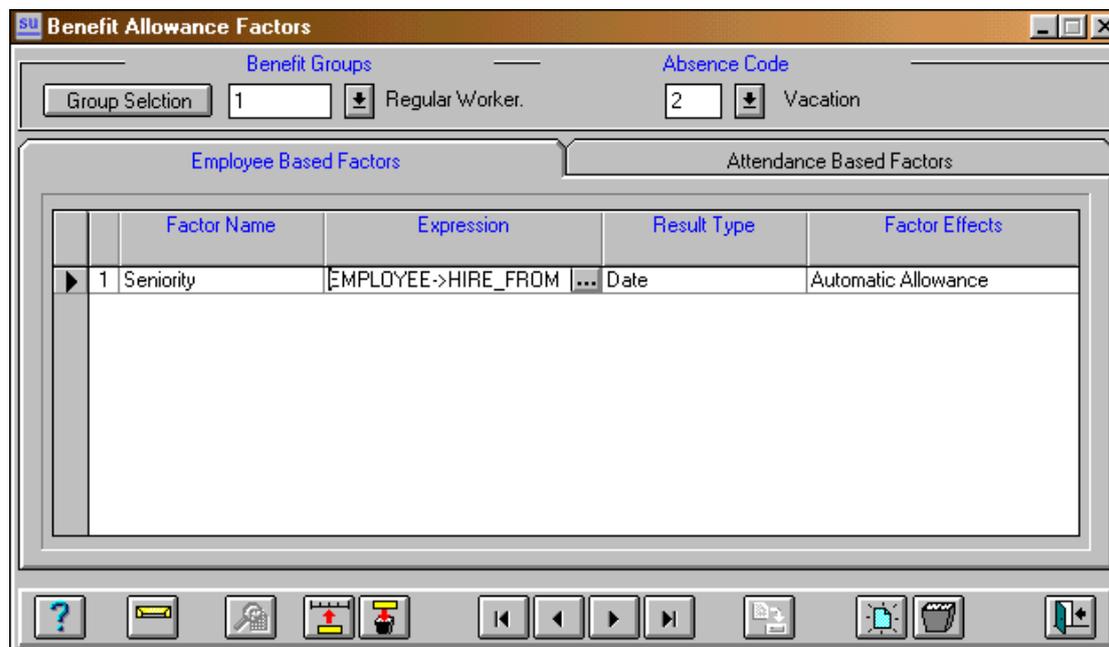


Figure 13

In order to add a new allowance factor the following should be defined:

1. Use the "Group Selection" button to select the absence group on which the new factor will be applied.
2. Use the "Absence Code" drop box to select the absence code for which the new factor will be applied.
These two definitions comprise a specific combination of an absence group + an absence code, the new factor will be applied on this combination.
3. Use The "Add Factor" button in order to define the new factor/s, there are two available factor classes –

Employee Based Factors:

These factors use field/s from the employee file, the following definitions are required:

- a) Factor Name –free text that will be used to describe this factor.
- b) Expression – a mathematical expression (using TK's standard expression builder) determining the automatic factor, the expression can use fields from the EMPLOYEE or EMPLOY1 files.
Examples – "EMPLOYEE->HIRE_FROM", VAL(EMPLOYEE->SITE), VAL(EMPLOY1->RANK).
- c) Result Type – the factor's variable type, five variable types are available:
 - Integer: a number with no decimal values,
Example - VAL(EMPLOYEE->SITE).
 - Decimal: a number with decimal values.
Example - EMPLOYEE->RATE
 - Alpha: alpha numeric.
Example - EMPLOYEE->BUDGET_COD.
 - Date – a date field (according to the system configuration file).
Example - EMPLOYEE->HIRE_FROM.
 - HH.MM: hours.
Example - EMPLOY1->LIFETIMEHH.
 - Hours (Decimal): decimal hours.



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- d) Factor Effects – determines the effect that the defined factor has on the absence group/code combination, there are three possible effects that may be initiated by a factor:
- Automatic allowance – the factor will determine the absence allowance (for this absence code / group combination).
Example - in case of the initial factor example (the factor is the employee department field), the department will automatically determine the employee’s absence allowance.
 - Accrual Condition – is currently unused.
 - Automatic Accrual - the factor will provide an absence balance accrual (for this absence code / group combination), in other words, the factor provides an addition to the employee’s current absence balance.
- e) Benefit Accrual Module Configuration file–Allowance Factors Tab: the final employee related factor property is located in the ABSCNF file.

Whenever the factor is changed (example: the employee’s associated department is changed) the system may need to apply an automatic rule on the employee’s benefit accrual.

However, each change requires a validity date from which the automatic rule should apply (example, the employee’s department change may have taken place one month prior to the actual change in TK, in other words, the date the factor is changed in TK is not necessarily the date from which the automatic rule must take place, the rule may have to take place before or after the actual TK change).

Therefore, each time an employee field is changed, and that field change should initiate an effects the employee’s benefit a “validity from” date should be defined. The Allowance Factors setting is required in order to invoke a pop-up screen in the employee file each time specific employee field/s are changed, the pop-up screen would require a “from date” for the change performed.

Hence, the employee field/s that effect the automatic accrual system should be defined in the Benefit Accrual Module Configuration file– in the allowance factors tab.

Attendance Based Factors:

These factors use field/s from the PERIOD or DAILY file, the following definitions are required:

- a) Important - an Annual Topic Definition (ALLOWDEF) should be added (pre defined before the attendance factor), the annual topic definition file is located in the TK’s “Set Up-Add/Edit Benefit Accrual Set-Up Files-Add/Edit Annual Topic Definitions” (**Figure 14**).



Topic No.	Topic Name	Topic Code	Target File	Expression Source File	Expression	Expression Type
10	Attendance	Auto	ANNUAL	PERIOD	PERIOD->ATT_WA	Hours/Minute
11	Overtime	Auto	ANNUAL	PERIOD	PERIOD->CAT01	Hours/Minute

Figure 14

Unlike the employee related factor, an attendance based factor requires more definitions than a simple mathematical expression, this is why an annual topic definition is required:

- A new topic should be added, the topic should be assigned a number and a name (preferably one that describes the topic's content).
- Topic Code – should be set to "Auto".
- Target File – can be set to the following:
ANNUAL: if the factor's attendance data is located in the PERIOD file.
STATPER: if the factor's attendance data is located in the DAILY file.
- Expression source file – should be set to PERIOD or DAILY.
- Expression – the actual mathematical expression.
- Expression type –similar to the previous section's "Result Type".

Please note that the use of attendance factors which are Daily based (STATPER) may cause the periodic calculations to run slower, this is due to the large amount of scanning being performed on the daily file, it is therefore preferable (when possible) to use Period based factors (ANNUAL).

After the annual topic setup the attendance based factor may be defined (**Figure 15**). The tracked data item (that is defined in the annual topic) will be accumulated over a defined expanse of time (one pay period, several pay period, from a specific date onwards etc).

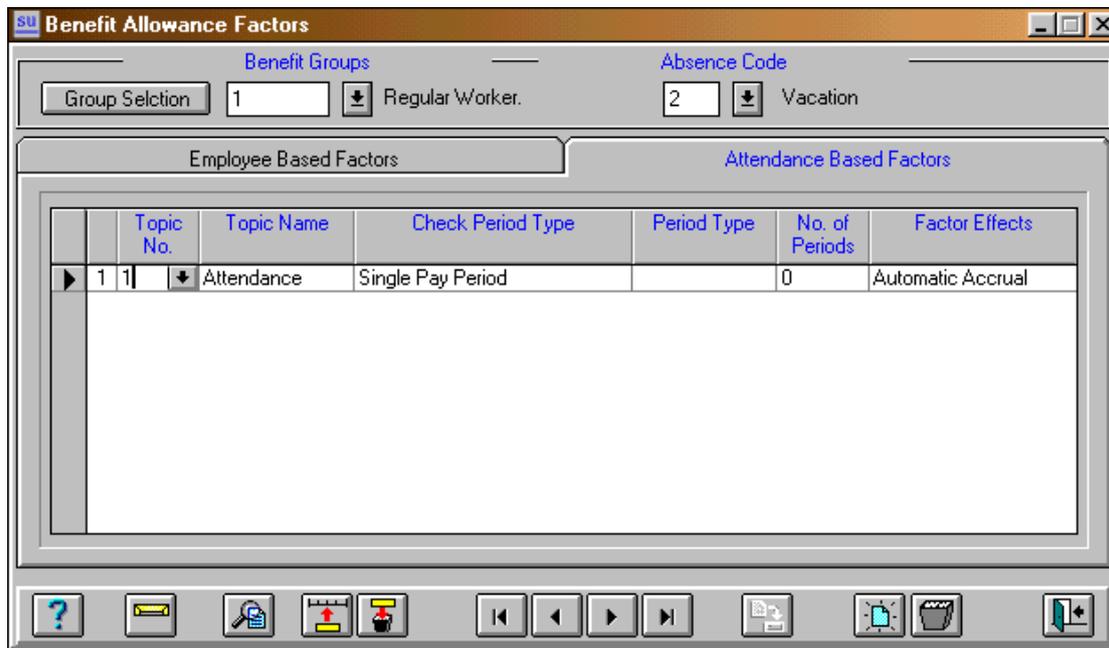


Figure 15

- b) Topic No. and Topic Name – select the predefined annual topic.
- c) Check period type – seven designations are possible:

In case the annual topic is PERIOD based (ANNUAL file) –

- Single Pay Period – the factor is accumulated each pay period.
- Table H Allowance Period - the factor is accumulated each tracking period (each absence year).
- Accumulate From Hire Date – the factor is accumulated from the employees hire date (unlimited, with no end date).
- Accumulate From Eligibility Start Date – the factor is accumulated from the employees eligibility (defined in Table H) date (unlimited, with no end date).
- Accumulate From Year Start Date – the factor is accumulated each standard year.
- Accumulate From period Start Date – the factor is accumulated from the first pay period worked.

In case the annual topic is DAILY based (STATPER file) –

- Multiple Pay periods – the factor is accumulated over a predefined amount of time, this setting enables the user to define a period type and number of pay periods, the factor would be accumulated over that time frame.
- d) Period Type & No. of Periods – are used only in conjunction with a DAILY based annual topic (see previous paragraph).
- e) Factor Effects – exactly the same as the Employee Based factors (previous section).

Benefit Allowance Accrual Definitions (ALLOW):



The benefit allowance definition is the final phase of the automatic accrual setup, within the benefit accrual definitions screen the actual automatic rule/s can now be applied on each of the previously defined factors (**Figure 16**).

Each rule in the benefit accrual definitions screen comprises of two main components:

- A from-to range applied on the factor's result (the field defined in the factor), in case the factor's result is within the from-to range the rule is applied.
- The actual result – the amount of accrual/ allowance time awarded to the employees benefit.

	Seniority		Accrual	Maximum Balance Display	Maximum Annual Balance	Maximum Pay-Period Balance
	From	To				
1	01/01/1980	01/01/1998	20.00	9999.00	9999.00	9999.00
2	01/01/1998	01/01/2001	21.00	9999.00	9999.00	9999.00

Figure 16

In order to setup the benefit accrual definition the following should be defined:

1. Use the "Browse" button to select the absence group + absence code combination on which the definitions will be applied (the combination was created in the benefit factors setup).
Upon selecting the group + code combination the appropriate tab will be active, this is according to the benefit factor's "factor effects" setup.
2. Use The "Insert Accrued Value" button in order to add each from-to range, more than one from-to range can be defined, each defined range is an additional rule.

The following definitions are required:

- a) From-To range – each factor created on a particular group + absence combination adds an additional appropriate form-to range to the benefit accrual definitions screen (in the appropriate definitions tab, this is dependant on the factor effects designation).
The from-to range provides a minimum & maximum range between which the automatic accrual and/or allowance would apply, hence, whenever the factor's actual value is within the from-to range the automatic rule (accrual or allowance) would apply.
- b) Accrual – this is the actual value, this value would replace the employee's allowance (in case the rule is an automatic allowance) or would be added to the employee's balance (in case the rule is an automatic accrual).
- c) Maximum Balance Display – is currently unused.



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- d) Maximum Annual Balance – sets the maximum amount of time that may be transferred (Carried Forward) from one year to the next.
 - e) Max. Pay-Period Balance – sets the maximum amount of time that will be transferred from one period to the next.
 - f) Mandatory Minimal Use – sets the minimum amount of time that must be used during the tracking year, if the minimum time was not achieved the system will deduct the remainder at the end of the tracking year.
 - g) Mandatory Sequential Use – sets the minimum amount of time that must be used sequentially during the tracking year (in one usage), if this minimum time was not achieved the system will deduct the remainder at the end of the tracking year.