



---

## 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:

- ABSFOLOW – 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 ABSFOLOW record (several ABSTRX record can be linked to one particular ABSFOLOW record).  
Each record describes an event that occurred during a particular tracking year (or on a particular ABSFOLOW 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 ABSFOLOW file, the ABSTRX file may be added to the browser as a secondary file (each ABSFOLOW 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**) -

Automatic Absence Code Assignment			
Day Type	Day Type Name	Absence Code For Day	Absence Code Name

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.

Absences	
Company Wide Vacations	
Converting OT to Vacation	
Year Default	
General Parameters	
Allowance Factors	
Automatic Offset	
Special Codes	
Annual Tracking Start Date (System Default)	01/01/1999
Allowance Calculation Start Date	01/01/1999
Calendar No. for Personal Days	0
Calendar No. for Stat. Holiday Dates	0
No. of work DAYS required for Annual Allowance	0
No. of work HOURS required for Annual Allowance	0.00
Annual file Topic defining Employment Termination Periods	0

**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 the 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 –

- a) 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.
- b) 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).

#### 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)

Absence Type	Group Name	Max. Annual Balance	Max. Pay-Period Balance	Mandatory Minimal Use	Mandatory Sequential Use
2	Vacation	12.00	9999.00	0.00	3.00
3	Sickness	9999.00	5.00	0.00	0.00

**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 defined.  
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**)

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

**Tracking Control Parameters**

**Balance Calculation Mode**  
 Lump Sum Accrual less Utilization

**Negative Balance Handling**  
 Disabled

**Warning From**  
 Days: 0 Hours: :

**Accrual Accum. Mode**  
 Allowance & Balance in Days

**Default Allowance Value**  
 0.00 Days

**Maximum Negative Balance**  
 0.00 Days

**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**).

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

**Tracking Period Parameters**

**Basic Parameters**

Tracking Start Date Type:

Tracking Start Date:

"Employee File" Field:

Allowance Allocation Period:

**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 1<sup>st</sup> (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 is 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**).

Absence Code	Description	Default Days	Default Hours
2	Vacation	15.00	0.00
3	Sickness	8.00	0.00

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 be 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).