

Accruals and Time-Off Requests



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Accruals and Time-Off Requests

One of the most exciting things you have access to do in Employee Self-Service is monitor your accrued time off and then actually request that time off. This training guide is going to walk you through how to:

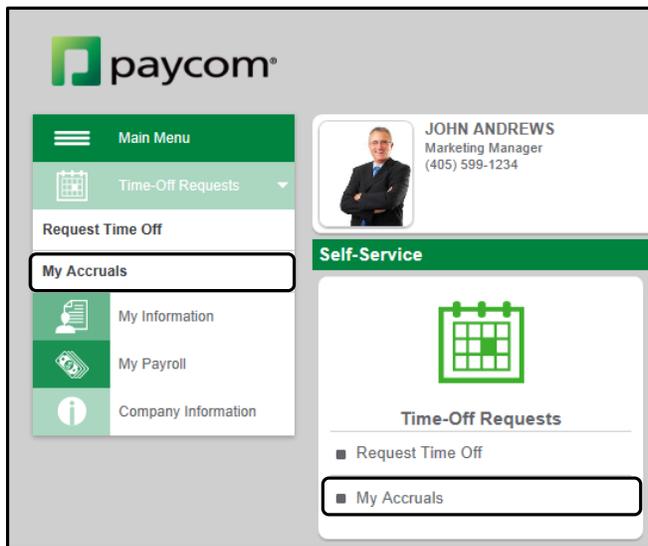
- view and understand your accruals;
- view and understand your time-off calendar;
- request time off; and
- edit and remove time-off requests.



Your Accruals

Before we dive into the system, let's take a moment to talk about accruals. Every company is different, but many companies award their employees time based on the time that the employees work. This can be awarded in many different ways. Maybe when you started your new job you were told you had X amount of hours to take off for the entire next year, or maybe you were told you would be awarded X amount of hours per month or per pay-period. Check with your Human Resources or Payroll department for the specifications of your accrual policies, but when you're ready, jump into the Paycom system to view your accruals. You can access your accruals in two different places.

- Click "My Accruals" in the Time-Off Requests tile.
- Click "Time-Off Requests" in the green navigation bar and then click "My Accruals"





From there you will be able to see your accruals. You may have one or multiple different types.



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[Help and Settings](#) 

My Accruals

Sick (Award Hours Per Annum) - Birth Date Anniversary

Accrual Amounts	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
	160.00	40.00	40.00	16.00	64.00

Accrual Limits	Period Limit	Year to Date	Life to Date	Roll Over Amount
	160.00	160.00	280.00	120.00

Accrual dates	Accrual Added	Accrual Date	Next Reset	Next Anniversary
	11/23/2015	12/03/1972	12/03/2015	12/03/2015

New Hire dates	Award Start	Redeem Start
	12/03/1972	12/03/1972

Vacation (Award Hours Per Annum) - Hire Date Anniversary

Accrual Amounts	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
	120.00	94.75	88.00	72.00	110.75

Accrual Limits	Period Limit	Year to Date	Life to Date	Roll Over Amount
	120.00	120.00	160.00	40.00

Accrual dates	Accrual Added	Accrual Date	Next Reset	Next Anniversary
	10/02/2015	08/18/1997	08/18/2016	08/18/2016

New Hire dates	Award Start	Redeem Start
	08/18/1997	11/16/1997



Let's go over what some of this information means. If you are a new employee you may want to focus on the bottom row which gives you your award start and redeem start dates. Your award start date is the date you will start being awarded time, and your redeem start is the date you can start using your accruals to request time-off.

New Hire dates	Award Start	Redeem Start
	08/18/1997	11/16/1997

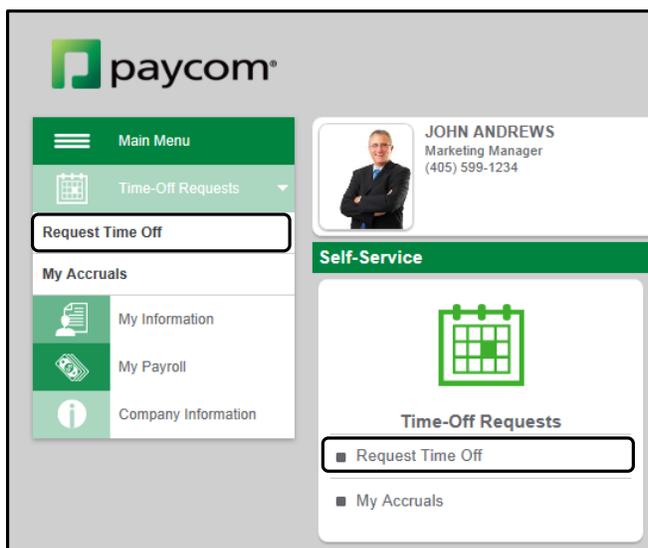
The accrual amounts will also be of interest to you in order to keep tabs on your time. Your taken and awarded amounts are labeled accordingly so you can see how much time you have available to take.

Vacation (Award Hours Per Annum) - Hire Date Anniversary					
Accrual Amounts	Awardable Hours	Beginning Balance	Awarded Amount	Taken Amount	Available
	120.00	94.75	88.00	72.00	110.75

Time-Off Calendar

Now that we have viewed your accrual information let's check out your time-off calendar. You can access your time-off calendar in two different places.

- Click "Request Time Off" in the Time-Off Requests tile.
- Click "Time-Off Requests" in the green navigation bar and then click "Request Time Off."





Your Time-Off Calendar is where you will be able to see any requests that have been made, approved, or denied as well as holidays and blackout days. At the bottom of the calendar, you will notice there is a legend defining what the colors mean.

Requested: This is a request that has been entered, but no action has taken place.

Approved: This is a request that has been approved.

Denied: This a request that has been denied.

Calendar-Only: This is a request that was entered after the pay-period ended.

Holiday: This is a date your employer has marked as a Holiday. This prevents you from requesting time off on this day because it is already marked as a day off.

Blackout: This is a date your employer has marked as a Blackout day. This prevents you from requesting time off on this day possibly because your employer does not allow time-off requests on this day.

23 November 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 8.00 *B*	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 8.00 V @	26 8.00 *H*	27 8.00 V @	28
29	30	[Greyed out]				

Time-Off Legend

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
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01 July 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
[Greyed out]						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 8.00 *B*	29 8.00 *H*	30 4.00 V @	31 5.00 V @	[Greyed out]	



Use the month and year drop downs and the “previous” and “next” buttons to navigate to previous and future months/years.

23 November 2015 Month: November Year: 2015 Go Previous Next

Requesting Time Off

You’ve checked that you have time to take off, you’ve viewed your time off calendar, now it’s time to learn how to request time off. You have two ways of requesting time off from the time off calendar.

The first way is by expanding the “Add Time-Off Request” section at the top of the Request Time Off menu.

Request Time Off

Add Time-Off Request +

View/Edit Time-Off Requests +

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	64.00	0.00	0.00	64.00
Vacation (V)	110.75	8.00	8.00	94.75

Note: Hours Available are current as of the last period end date on 09/12/2015.



Once expanded, you will be able to enter in the amount of hours per day you want to request, the type of time off you are taking, which days you are requesting time off for, the start time for your time off and the reason.

Request Time Off

Add Time-Off Request

* Hours per day: 2.00

* Type: Sick

Day(s): 12/02/2015 to 12/02/2015

Start Time: 15:00

Ignore Weekends:

Projected Net Available: 64.00 Hours

Reason: Doctor Appointment

Buttons: Cancel, Add Request

When you add your reason, you may have a drop-down with pre-defined reasons (shown below) or an open text box as shown on the previous page.

Request Time Off

Add Time-Off Request

* Hours per day: 2.00

* Type: Sick

Day(s): 12/02/2015 to 12/02/2015

Start Time: 15:00

Ignore Weekends:

Projected Net Available: 62.00 Hours

Reason:

- Doctor Appointment
- Going on Vacation
- Mental Health Day

Buttons: Cancel, Add Request



The other way you can request time off is by using the calendar to select the day you wish to request time off for.

Request Time Off

[Add Time-Off Request](#) +

[View/Edit Time-Off Requests](#) +

Hours Available				
Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	64.00	0.00	2.00	62.00
Vacation (V)	110.75	8.00	8.00	94.75

Note: Hours Available are current as of the last period end date on 09/12/2015.

01 December 2015 Month: Year:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 2.00 S	3	4 + Request Time Off	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

With this method you will still be able to adjust the dates to take off multiple days.

Add Time-Off Request

* Hours per day:

* Type:

Day(s):

Start Time: :

Ignore Weekends:

Projected Net Available: 94.75 Hours

Reason:



Once you have requested time off, your supervisor will then be able to log into the system and approve, deny or edit the request.

Editing and Removing Time-Off Requests

Regardless of the status of your time-off request, you can always edit or remove the time. For example, if you submit a request for eight hours and your supervisor approves it, but then you realize you only need to be off for six hours, you can update the time by clicking on the request.

01 December 2015 Month: December Year: 2015 Go Previous Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 2.00 S ?	3 8.00 V ?	4 8.00 V ?	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time-Off Legend

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
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Once you have selected your request, you can edit the hours per day, type, start time and reason. You can also remove the request if you no longer need the request at all.

Edit Time-Off Request

* Hours per day	<input type="text" value="6.00"/>
* Type	<input type="text" value="Vacation"/>
Day(s)	THU (12/03)
Start Time	<input type="text" value="10"/> : <input type="text" value="00"/>
Ignore Weekends	<input checked="" type="checkbox"/>
Projected Net Available 	86.75 Hours
Reason	<input type="text" value="Going on Vacation"/>
Status	Approved



Once you make the change, it will immediately be reflected on your time-off calendar. The status will change back to “Requested,” and your supervisor will again be able to log in and approve or deny the request.

01 December 2015 Month: Year: Go Previous Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 2.00 S ?	3 6.00 V ?	4 8.00 V ?	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time-Off Legend

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
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You can also view and edit your requests by clicking on “View/Edit Time-Off Requests” at the top of the Request Time Off menu.

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Help and Settings

Request Time Off

Add Time-Off Request

View/Edit Time-Off Requests

Hours Available

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	64.00	2.00	0.00	62.00
Vacation (V)	110.75	16.00	14.00	80.75

Note: Hours Available are current as of the last period end date on 09/12/2015.



There you can view all your future time-off requests, view the current status, make edits and remove the request. This section is helpful if you have time-off requests in the system that are spread out over many months because you can view them all in one place and do not need to flip through the months.

View/Edit Time-Off Requests						
Date and Time	Time-Off Type	Start Time	Hours Requested	Reason	Status	Remove Request
12/02/2015	Sick	15:00	2.00	Doctor Appointment	Approved	<input type="checkbox"/>
12/03/2015	Vacation	10:00	6.00	Going on Vacation	Requested	<input type="checkbox"/>
12/04/2015	Vacation	08:00	8.00	Going on Vacation	Approved	<input type="checkbox"/>

Note: This list shows all future requested and approved entries.

[Update](#)

In Conclusion ...

That concludes the training guide over viewing your accruals and requesting time off. Remember to refer to your Human Resources or Payroll department for questions pertaining to your accrual and time-off policies, and refer to the Help Menu for more instructions for your accruals, time-off requests and more.