

MSS: Adjusting an Employee Benefit Balance

Job Aid

The total number of benefit hours (vacation, sick leave, PTO, etc.) an employee has can be adjusted in Manager Self Service (MSS). To adjust a benefit balance for an employee:

Locate an employee record by typing all or part of the employee's name in the MSS *Find* search field, click the Time Card drop-down list and select **Accruals**.

Find search field

Select Accruals from the Time Card drop-down list

The screenshot shows the MSS interface. At the top, there is a 'Find:' search field with 'williams' entered. Below it, there are buttons for 'Process Payroll', 'Daily Operations', and a 'Dashboard' section. The 'Time Card' drop-down menu is open, showing options: 'Personal Information', 'Time Card', 'Schedules', 'History', 'Archives', 'Accruals' (highlighted), 'Incidents', and 'Map'. The 'Accruals' option is being selected. Below the menu, there is a table with columns for 'Schedules', 'Punches', and 'Hours'. The table shows data for the employee 'Shawn' with ID '238' and location 'Ann Arbor'. The table has columns for 'Start', 'End', 'IN', 'OUT', and 'Hours'. The data rows show dates from Monday, August 9 to Thursday, August 12, with corresponding start and end times and punch times.

Select the year you want to change the benefit balance using the Current Year drop-down list in the employee's Accruals page. There are three options:

- Previous year
- Current year
- Next year

Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)

Accruals PTO Current Year

Last Name First Name ID Badge Pay Class

Williams Shawn 238 238 Full Time Ho...

Previous Year
Current Year
Next Year

The screenshot shows the MSS interface for the employee 'Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)'. The 'Accruals' and 'PTO' drop-down menus are open. The 'Current Year' drop-down menu is open, showing options: 'Previous Year', 'Current Year' (highlighted), and 'Next Year'. The 'Current Year' option is being selected. Below the menu, there is a table with columns for 'Last Name', 'First Name', 'ID', 'Badge', and 'Pay Class'. The table shows data for the employee 'Williams' with first name 'Shawn', ID '238', and badge '238'.

Select the type of benefit you want to credit or debit from the benefit drop-down list in the Accruals page. You will only see the benefits configured in your system in the drop-down list.

Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)

Accruals PTO Current Year

Last Name MI ID Badge

Williams 238 238

PTO

Sick
Vacation
PTO
Bereavemnt
FMLA

Change Remove

Benefit drop-down list

The screenshot shows the MSS interface for the employee 'Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)'. The 'Accruals' and 'PTO' drop-down menus are open. The 'PTO' drop-down menu is open, showing options: 'Sick', 'Vacation', 'PTO' (highlighted), 'Bereavemnt', and 'FMLA'. The 'PTO' option is being selected. Below the menu, there is a table with columns for 'Last Name', 'MI', 'ID', and 'Badge'. The table shows data for the employee 'Williams' with MI '238' and badge '238'. Below the table, there are buttons for 'Change' and 'Remove'.

The panel for the benefit selected will expand below the employee details in the Accruals page. You can review the current benefit balance and benefit activity for the year selected in this panel. Click the **Change** button to adjust the benefit balance.

To set the date when the benefit adjustment will be applied, click the calendar icon and select the day, month and year.

The left screenshot shows the 'Adjust Benefit Balances' dialog box with the following fields:

- Effective On: 08/08/2021
- Adjustment Type: Credit Benefit Balance
- Amount: 16:00
- Recalculate Accruals: ☒
- Note: Adjustments to Vacation may be made from 01/01/21.

The right screenshot shows the same dialog box with the date changed to 09/12/2021. A calendar pop-up is visible, showing September 2021. The 9th is highlighted in red, and the 12th is highlighted in blue. The 'Adjustment Type' is still 'Credit Benefit Balance' and 'Recalculate Accruals' is checked.

Select the type of adjustment you want to make to the employee's benefit balance from the Adjustment Type drop-down list. There are three options:

- Credit benefit balance
- Debit benefit balance
- New benefit balance

The 'Adjust Benefit Balances' dialog box is shown with the following fields and annotations:

- Effective On: 08/08/2021
- Adjustment Type: Credit Benefit Balance (Annotation: Select type of adjustment)
- Amount: 16:00 (Annotation: Enter number of hours)
- Recalculate Accruals: ☒ (Annotation: Enable to recalculate balance)
- Note: Adjustments to PTO may be made from 01/01/21.

Enter the number of hours you want to credit or debit the benefit balance. Enable the Recalculate Accruals check box to prompt the system to recalculate accruals. Click **OK**.

The benefit change transaction and updated balance are displayed in the benefit panel of the Accruals page.

Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)

Accruals ▾ PTO ▾ Current Year ▾

Last Name	First Name	MI	ID	Badge	Pay Class	Location
Williams	Shawn		238	238	Full Time Ho...	Ann Arbor

PTO

Change Remove

Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	16:00 PTO 08/08/21	16:00		48:25
01/01/2022	Balance Out			48:25

Benefit change transaction →

Updated balance →

New Benefit Balance

The New Benefit adjustment will reset the benefit balance to the amount entered in the *Adjust Benefit Balances* window on the date selected.

Adjust Benefit Balances

Properties

Effective On: 08/08/2021

Adjustment Type: New Benefit Balance

Amount: 8:00

Recalculate Accruals: ☒

Note: Adjustments to PTO may be made from 01/01/21.

Ok Cancel

Accruals ▾ PTO ▾ Current Year ▾

Last Name	First Name	MI	ID	Badge	Pay Class	Location
Williams	Shawn		238	238	Full Time Ho...	Ann A

PTO

Change Remove

Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	8:00 PTO 08/08/21			8:00
01/01/2022	Balance Out			8:00

If you set a new benefit balance on a date prior to the current date, the balance will be adjusted for the following transactions beyond that date. For example, if the benefit balance was reset to 40 hours of PTO on February 2 for an employee, the transactions following that date are adjusted with the new balance.

Prior to the new balance set on February 2:

PTO				
<div>Change Remove</div>				
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25

Balance adjustments after new balance of 40 hours set on February 2:

PTO				
<div>Change Remove</div>				
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
02/08/2021	40:00 PTO 02/08/21			40:00
03/17/2021	8:00 PTO 03/17/21	8:00		48:00
05/25/2021	4:00 PTO 05/25/21		4:00	44:00

New balance of 40 hours
set on February 2

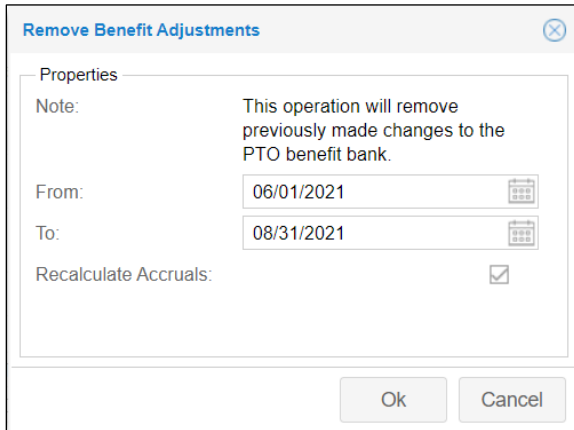
Transactions automatically
adjusted for new balance

Remove Benefit Change

To remove a benefit change transaction, click the **Remove** button in the benefit panel for the benefit change you want to remove.

PTO				
<div>Change Remove</div>				
Date	Event	Credit	Debit	Balance
01/01/2021	Balance In			0:00
01/01/2021	28:25 PTO 01/01/21			28:25
03/17/2021	8:00 PTO 03/17/21	8:00		36:25
05/25/2021	4:00 PTO 05/25/21		4:00	32:25
08/08/2021	16:00 PTO 08/08/21	16:00		48:25
01/01/2022	Balance Out			48:25

In the *Remove Benefit Adjustments* window, select a date range that includes the transaction you want to remove. Extend the date range if you want to remove multiple transactions.



Remove Benefit Adjustments

Properties

Note: This operation will remove previously made changes to the PTO benefit bank.

From: 06/01/2021

To: 08/31/2021

Recalculate Accruals: ☒

Ok Cancel

Enable the Recalculate Accruals check box to prompt the system to recalculate accruals. Click **OK**.