MSS: Adjusting an Employee Benefit Balance

Job Aid

The total number of benefit hours (vacation, sick leave, PTO, etd.) 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 –	Find: williams		Time Card 🗸 Cu	irrent Period 🗸	Editing	Sheet 🗸 Ad	justments Approv	ve Print	
	Process Payroll	Ð	Personal Information Time Card	First Name M)	Badge Pay Class	Location	
	Daily Operations	Θ	Schedules	Shawn	23	38	238 Full Time I	Ho Ann Arbor	_
	Dashboard		History	Schedules		Pi	inches		
Select Accruals	Time Cards (Previous)		Accruals	Start	End	IN	OUT	Hours	
from the Time	Employee Exceptions		Incidents	1		C			
Card drop-down	Point Thresholds			8:30a	5:00p	8:30a 📀	4:59p	Rg1 8:29	ß
list	Point Balances			8:30a	5:00p	8:24a 🕑	5:03p	Rg1 8:39	Ð
			🖉 WED 🔓 11 🔳	1		와 8:27a 🕑	≗ + 5:02p	Rg1 8:35	ß
			🖉 THU 👌 12 🚺	8:30a	5:00p	8:23a 📀	4:57p	Rg1 8:34	Ð

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

Acemusic	DTO	Current Veer		
Accruais V		Current Year V		
Last Name	First Na	Previous Year	Badge	Pay Class
		Current Year	5	· ·

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 (Williams, Shawn (Ann Arbor-Warehouse-Shipping/Receiving-Inventory-Default)							
	Accruals 🗸	PTO 🗸 Cu	rrent Year	~					
Benefit -	Last Name	Sick Vacation	MI	ID	Badge				
drop-down list	Williams	PTO	_	238	238				
liot	PTO	Bereavemnt							
	PIO	FMLA							
	Change	emove							

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.

Adjust Benefit Balances	\otimes
Properties	
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.
	Ok Cancel

Adjust Benefit Balances								\otimes
Properties	09/1	2/20	21				000	
Adjustment Type:	<	S	epten	iber 2	021	\sim	>	1
Amount:	s	М	Т	w	Т	F	s	1
Recalculate Accruals:	29	30	31	1	2	3	4	L
Noto:	5	6	7	8	9	10	11	L
Note.	12	13	14	15	16	17	18	L
	19	20	21	22	23	24	25	L
	26	27	28	29	30	1	2	ŀ
	3	4	5	6	7	8	9	
				Today	/			F

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

Adjust Benefit Balances	s (\otimes
Properties Effective On: Adjustment Type:	08/08/2021	Select type of adjustment
Amount: Recalculate Accruals:	16:00	Enter number of hours
Note:	Adjustments to PTO may be made from 01/01/21.	Enable to recalculate balance
	Ok Cancel	

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**.

Accruals ~	PTO 🗸 Curr	rent Year 🗸				
Last Name	First Name	MI ID	Badge	Pay Class	s L	ocation
Williams	Shawn	238	238	Full Time	Ho A	nn Arbor
•						
РТО						
Change	Remove					
lm						
Date	Event		Credit	Debit	Balance	
Date 01/01/2021	Event Balance In		Credit	Debit	Balance 0:0	00
Date 01/01/2021 01/01/2021	Event Balance In 28:25 PTO 01/0	11/21	Credit	Debit	Balance 0:0 28:2	25
Date 01/01/2021 03/17/2021	Event Balance In 28:25 PTO 01/0 8:00 PTO 03/17	11/21 //21	Credit 8:00	Debit	Balance 0:0 28:2 36:2	00 25 25
Date 01/01/2021 01/01/2021 03/17/2021 05/25/2021	Event Balance In 28:25 PTO 01/0 8:00 PTO 03/17 4:00 PTO 05/25)1/21 /21 /21	Credit 8:00	Debit 4:00	Balance 0:0 28:2 36:2 32:2	00 25 25 25
Date 01/01/2021 01/01/2021 03/17/2021 05/25/2021 08/08/2021	Event Balance In 28:25 PTO 01/0 8:00 PTO 03/17 4:00 PTO 05/25 16:00 PTO 08/0	1/21 /21 /21 18/21	Credit 8:00 16:00	Debit 4:00	Balance 0:0 28:2 36:2 32:2 48:2	00 25 25 25 25

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

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.

		Accruals	~ PTO	Curr	rent Year	~			
1		Last Name		First Name	MI	ID	Badge	Pay Class	Locat
Adjust Benefit Balances	\otimes	Williams		Shawn		238	238	Full Time H	Ho Ann A
Properties Effective On: Adjustment Type:	08/08/2021	PTO Change	Remove						
Amount:	8:00	Date	E	vent			Credit	Debit	Balance
Recalculate Accruals:		01/01/20)21 B	alance In					0:00
Note:	Adjustments to PTO may be made	01/01/20)21 2	8:25 PTO 01/0	1/21				28:25
	Irom 01/01/21.	03/17/20)21 8	:00 PTO 03/17	/21		8:00		36:25
		05/25/20)21 4	:00 PTO 05/25	/21			4:00	32:25
		08/08/20	021 8	:00 PTO 08/08	/21				8:00
	Ok Cancel	01/01/20)22 B	alance 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:

РТО				
Change Remo	ve			
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:

РТО						
Change Remo	ove					
Date	Event	Credit	Debit	Balance	_	New balance of 40 hours
01/01/2021	Balance In			0:00		set on February 2
01/01/2021	28:25 PTO 01/01/21			28:25		set on rebruary 2
02/08/2021	40:00 PTO 02/08/21			40:00	1	
03/17/2021	8:00 PTO 03/17/21	8:00		48:00		Transactions automatically
05/25/2021	4:00 PTO 05/25/21		4:00	44:00		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.

РТО				
Change Remo	ve			
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.	ıe			
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**.

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