

Employee Benefits

Employee benefits are stored in benefit banks. A benefit bank is the area where all benefit activity is stored.

Benefits can be configured to either automatically accrue hours or dollars as an employee meets specific eligibility criteria, or benefits can be entered and tracked manually. Changes to benefits occur by applying credits and debits to benefit banks. A credit increases a benefit bank (giving the employee more paid, unworked time) while debits decrease the amount of a benefit bank.

Terminology

- Balance In describes the employee's benefit balance at the start of the year.
- Balance Out describes the employee's benefit balance at the end of the year.
- Scheduled describes a scheduled benefit use.
- Hours, Type of Benefit, Date format (for example, 40:00 Vacation 04/04/05) describe a supervisor edit that changes the employee's benefit balance. Displays the new benefit balance in hours, the type of benefit hour adjusted, and the date the adjustment takes place.

Each employee has a separate bank for each benefit available. Use the tab to view credits and debits to each benefit bank individually, such as Vacation, Sick, Personal, Jury Duty and so on.

Pages	Benefits	Adams, Kathy	Next Empl. Location	L1	Department	CASHIER	Cost Center	S2
Periods	Current Year							
Adams, Kathy (L1, CASHIER, S2)								01/01/05 to 12/31/05
Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired	
Adams	Kathy	178	6100194	L1	CASHIER	S2	10/05/89	
Worked Hours	Scheduled Hours	Regular 1						
1683:12	1637:30	1683:12						
Change Remove Adjustments								
Vacation activity from 01/01/05 to 12/31/05 (earliest adjustment date is Nov-7-2003)								
Date		Credit	Debit	Balance				
01/01/05	Balance In			0:00				
01/01/06	Balance Out			0:00				

The following table describes the columns on each benefit tab.

Column	Description
Date	Specifies the date and the type of activity in the benefit bank, whether benefits hours or dollars were added, subtracted, or used.
Credit	Specifies the amount of hours credited to the benefit bank.
Debit	Specifies the amount of hours debited from the benefit bank.



Column	Description
Balance	Specifies the unpaid balance of the benefit.

Browsing

- Use the Pages drop-down menu to browse to different information about the employee, such as the employee schedules.
- Use the Employee drop-down menu to browse to a different employee.
- Use the Prev. Empl. and Next Empl. to browse to a previous or next employee in the Employee drop-down menu.
- Use the workgroup drop-down menu to browse to employees in a different workgroup. In this example, the workgroup drop-down menus available are Location, Department, and Cost Center.
- Use the Periods drop-down menu to browse to information about different pay periods.