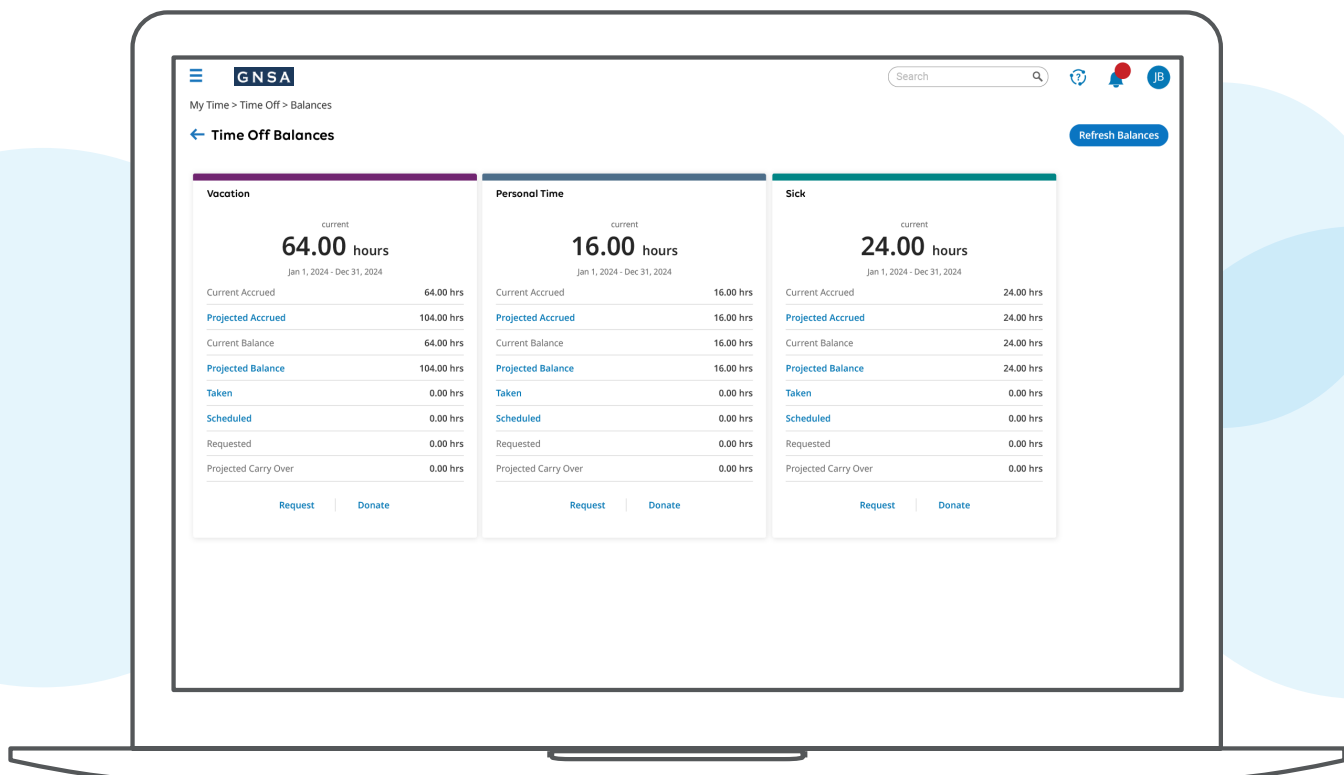


# Accruals Manager

Manage time off efficiently and flexibly for **improved accuracy and consistency**.

Accruals Manager is a powerful solution that automatically calculates and tracks accrued paid time off (PTO) based on your organization's specific rules, policies, and regulations — so you can eliminate manual errors, support fair and consistent policy enforcement, and give employees and managers instant visibility to simplify time-off requests and approvals.



## Streamlined processes

Speed up and simplify time-off requests and approvals with automated workflows and notifications while maintaining automatic enforcement of policies and regulations to minimize your compliance risk and drive fair, consistent treatment of employees across your organization.



## Flexible configuration

Calculate and track accruals based on your organization's specific policies and criteria such as hours worked, seniority, pay grade, attendance, performance, and/or wellness points. Add carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long.



## Increased transparency

Provide employees and managers with access to accrual balances at any time and from any device. Leverage comprehensive reporting and analytics to gain visibility into time earned, taken, scheduled, and remaining for your employees for their applicable PTO categories.

# Key benefits

## For HR professionals

Increase engagement by offering comprehensive PTO benefits

Streamline time-off requests and approvals

Ensure fairness by accurately calculating and tracking time-off accruals

Increase transparency with instant visibility into each employee's current accrual balance

Empower managers to make fast, informed decisions on time-off requests

Effectively balance employee requests with staffing coverage requirements

Improve efficiency by eliminating paper-based or manual accrual tracking processes

## Key features of Accruals

- Automated accrual calculations
- Custom carry-over settings
- Custom eligibility rules and notifications
- Tracking of time taken, earned, scheduled, and remaining
- Time-off planning manager and calendar
- Mobile-friendly employee and manager self-service
- Flexible workflows and approvals
- Real-time reporting and analytics

