Manage Accrued Time Entries (FI Mode Only)

Description: In this topic, the user will learn how to manage accrued time entries. The accrued time entry feature allows employees to claim paid time off against an hourly authorization. DCI does not manage the accrual of paid time off; however, an accrued time off balance can be deposited into an hourly authorization and employees can deduct from this balance. Accrued time entries allows the client if authorized to pay their employee (s) for time off. This feature is only for **unit-based authorizations**.

Role Required: Super User, Supervisor, Employer

Permission Required: N/A

FI Mode Only

Set-Up

1. Submit a support ticket to enable the instance-level setting called Features_FIModeAccruedTime_IsEnabled
2. Create a service code
    a. Account Type = Hourly
    b. Funding Type = Units
    c. Allow Accrued Time Entries = Yes
        i. Select an Accrued Time Pay Code (pay code that will appear on the payroll for accrued time entries associated with this service code)
        ii. Please Note: It is possible to use this service code for both accrued time off and hourly services if needed (i.e., Client receives one authorization to cover both)
3. Create client profile if not already created
4. Create employee profile if not already created
5. Create a client funding account for the service code
6. Create and approve an authorization for the funding account
7. Create an employee service account for the employee and funding account
8. Use the Accrued Time Adjustment Entries import to add a balance to the employee service account created above
    a. Import > Entries > Accrued Time Adjustment Entries
    b. Please Note: Unlike authorizations, accrued time balances are always hours as a decimal, regardless of the service code settings for units/rounding.

Create an Accrued Time Entry

Accrued Time Entries can be created by the employee in the web portal and mobile web, but not in the mobile app because the entries are historical. Accrued Time Entries can also be created on behalf of the employee by Super Users, Supervisors, and Employers via the web portal.

1. Log into the web portal as an appropriate user
2. Navigate to the Add New Entry form wizard
    a. Home > Employees > search and select > Actions > New Entry
3. Complete the form as follows:
    a. Entry Type: Accrued Time Off
    b. Account Type: Hourly
    c. Client: Type and select the client name
    d. Service Code: Select the service code that was created in the set-up
    e. Service Date: The date for which the employee is claiming paid time off
    f. Amount: The time in hours the employee is seeking to claim. Must be a whole integer no more than two digits with an optional one or two-digit decimal (i.e., 10.25).
    g. ***Complete all other fields as normal***
4. Click **Save** and **Yes** to confirm. An Accrued Time Off entry has now been created.

Accrued Time Entry Business Rule

The system runs relevant business rules, including the Accrued Time Entry Business Rule, if enabled.

- This business rule operates just like the Authorization Remaining Balance business rule except that it validates against the balance on the employee service account rather than the authorization
- Its purpose is to provide the ability to confirm if the employee submitting an accrued time entry has enough balance to cover their request
- This is a phase 1 business rule, meaning it occurs when the employee saves the entry.
- If the entry fails the business rule, the employee will see an alert when saving.

Enable the Accrued Time Entry Business Rule

1. Log in to web portal
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Use filters to enter parameters and click **Search**
5. Clink anywhere in the selected funding source row to view details page
6. Scroll down and click the **Service Code** tab
7. Use filters to locate a specific service code
8. Click anywhere in the service code row to view details page
9. Scroll down and click the **Business Rules** tab to display the business rule table
10. Select the **Accrued Time Entry Business Rule** to open the details page

11. Click **Actions**
12. Select **Edit Business Rule**
13. Click the **Enable Checkbox**
14. Click **Save** and **Yes** to confirm

Related articles

- Messaging Module - Navigation - Web Portal
- Message - Send a Message
- Enter a Punch - Web Portal
- What devices, operating systems (OS), and web browsers does DCI support?
- Manage Accrued Time Entries (FI Mode Only)