INFINISOURCE

TimeForce II
Accrual Addendum

Version 3.11.4

TimeForce^{II} Collect, Manage, and Process Employee Time

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Accruals Modification - Recap

The way that the system handles your employees' accruals has been modified with this release. The changes made are intended to maximize functionality and ease-of-use. Below is an example of the new "Accruals" screen and the changes that have been implemented. See "Figure TFII 3.11.4 Release Notes- 1."

Figure TFII 3.11.4 Release Notes- 1: Accruals

- The hours total in the **Available** column now excludes pending hours/future used amounts.
- The **Pending Amount Used** column displays an hours total that is generated from the pending absences in the current and future pay periods. Hours in this column will be processed upon the closing of the pay period in which the absence resides (reflected by the "Last Calculated Date"). Once the "Last Calculated Date" passes the absence date on the pending hours, the hours will be moved from "Pending Amount Used" to "Used." At this point, the "Available" column will also be reduced by the absence amount.
- The **Pending Available** column displays the number of hours available minus the pending amount.
- The **Inactive Accrual Policies** section of the screen tracks a detailed history of the policies that have been assigned to an employee. This aids in tracking employee status changes over time. These policies cannot be re-activated. However, the same policy can be associated to the employee taking into account the inactivated date. This will help ensure that a better audit trail is kept. Another reason that this has been added, is to accommodate re-hires, seasonal employees, and moving from part time to full time, full time to part time, or union to non-union.
- Accrual audit trails now include the last year and current year in their reporting (including audit trails for inactive policies).

Once accrual policies are assigned to employees, they can no longer be manually adjusted, keeping the audit trails intact. When an employee is set to an inactive status, their accrual policies are also automatically inactivated.

Accrual Data Changes

In order to deliver the functional enhancements above *and insure that accrual data remains consistent between the current year transactional data and historical audit data,* a new data structure was needed. In previous versions of TimeForce, accrual data would display differently in different areas of the application for the same accrual policy. This issue was completely unacceptable and had to be addressed.

The new data structure guarantees that the application is maintaining all the data necessary to display each element of accrual data consistently throughout the application without "calculating" certain data elements each time. However, changing the data structure required that the 3.11.4 update process migrate data from one structure to the other as completely as possible. This migration process actually takes data from two different tables in the old structure (Accrual and AccrualAudit) and merges it into a single new table, AccrualTransaction. This merge works well as long as the data in both original tables is correct and no variances exist between the two.

Note: This merge data process can result in a perceived "change" in the accrual data if any variance between the two original tables existed prior to the update. Whether the variance in data was known or not, the variance will now be shown and needs to be addressed to correct the data inconsistency. **The 3.11.4 update process does not attempt to fix incorrect data during this migration. It only merges the data "as is".**

If the accrual data appears to have changes after applying the update, a manual adjustment to the accrual balance can be made. If the balance cannot be corrected by an adjustment, inactivating the policy on the employee and adding it back will be necessary.

Here are the steps to perform this:

- Navigate to the employee's accrual policy
- On the right side of the accrual, click on the 'X'
- Note that the Accrual is now in an Inactive status and listed below the active accrual policies
- Click the button that is labeled 'Add Accrual'
- Add the accrual policy to the employee with an appropriate Last Calculated date, Manually Adjusted, and notes if applicable.

If you have any questions, please contact our Technical Support Department at 800-697-7010, 6 am through 6 pm, MST.