How to use the Accrual Calendar

Accrual jobs are run at the end of each pay period and at the beginning of each month. The beginning of the month process will have a date equal to the first of the month and reflects time earned for the previous month. This accrual job awards new accrual amounts. All employees initially receive the full time accrual amount. A separate part time process will also be dated equal to the first of the month and will adjust the full time accrual based on either the employee’s scheduled hours or hours actually worked. In all cases, the scheduled hours part time job will be run at the same time as the full time accrual job. The part time job based on hours worked cannot be run until after the pay period containing the last days of the month has been confirmed. Users can view the part time accrual reports for scheduled hours and hours worked (CTTLB359) the day after they are run. To know which process you are viewing look at the top left hand corner of the report under Process Type.

After each pay period has confirmed, an accrual job runs that deducts any time used during the pay period. This process will have a date equal to the last day of the pay period. In addition to time used, it will also process any manual entries made to add or deduct time. This job can also add time if the employee was enrolled in a leave plan with an effective date that occurs during the pay period that makes the employee eligible to receive an accrual for that month provided the employee has not yet earned an award for that month.

Accrual jobs that award time are denoted by a (+) in the calendar below. Accrual jobs that deduct time are denoted with a (-). To see the rows created, navigate to Core-CT HRMS > Benefits > Manage Leave Accruals > Review Accrual Balances.

January accruals have special processing due to year end activities. At the end of each year, the Year-to-Date totals are zeroed out and carryover balances are adjusted, where necessary. The sick and vacation accrual jobs are run in the normal manner. PL plans also have special processing and are run differently than normal. They will have an additional row dated 12/31 to allow for year-end processing and the use of PL time during the final days of the year. PL plans will not have a row for the first pay period end date of the new year. PL time awarded manually cannot be added until the pay period that contains 12/31 has been confirmed. If added prior to confirm, the new award will be zeroed out with year-end processing. The special processing noted above is the reason Manager Bonus Vacation Days cannot be added until the pay period containing 12/31 has been confirmed. If added prior to confirm, the adjustment could be wiped out with year-end processing. The Accrual Calendar will note when the manual accruals and Manager Bonus Vacation Days can be added.

There is a separate process that runs each month that will take away an accrual if an employee exceeds the maximum number of unpaid days in the month. This process, called the Accrual Shut Off, is applicable to both full and part time employees. It runs during the pay period which contains the last day of the previous month. A report is produced that is available starting with the Saturday night batch process prior to confirm. It runs again Monday, Tuesday and Wednesday night of confirm week. Agencies can view the report (CTTLB353) to see which employees will have the accrual taken away. If the employee has used the accrual, it will be noted on the report and could result in a negative balance. On confirm day, the process is run again and the employee’s record is updated. The days the Shut Off report is available is noted each month in the calendar below.

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| January 2020 |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| **Note: Manual entry of 2020 PL time and Manager Bonus Vacation Days cannot be added until the dates noted below.****Note: PL Plans will have an additional row dated 12/31/19. PL plans will not have a 1/2/20 row.** |
|  |  |  | 1Holiday | 2 **PPE**1/1/20 **sick and vacation** FT leave accruals and PT based on scheduled hours(+) | 3 | 4 |
| 5 | 6Shut Off Reports Available | 7 | 8 | 9 **Pay Confirm**Changes to PL balances for 12/31/191/1/20 PL accruals (+)1/1/20 PT Sick and Vacation accruals for hours worked (+)1/1/20 PT PL (+) Shut OffChanges to leave balances for PPE 1/2/20 (-) Sick and Vacation only | 10**Manual entry of PL time can be added today on a Timesheet date of 1/1/20 or later****Manual entry of Manager Bonus Vacation Days can be added today on a Timesheet date of 1/1/20 or later****Timesheet changes for LILA posted between 1/1 and 1/2 can be made today** | 11 |
| 12 | 13 | 14 | 15 | 16 **PPE** | 17 | 18 |
| 19 | 20Holiday | 21 | 22 | 23 **Pay Confirm**Changes to leave balances for 1/16/20 (-) | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 **PPE** | 31 |  |

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| February 2020 |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 **Pay Confirm**Changes to leave balances for PPE 1/30/20 (-) | 72/1/20 leave accruals (+)2/1/20 PT accruals for scheduled hours (+) | 8 |
| 9 | 10 | 11 | 12Holiday | 13 **PPE** | 14 | 15 |
| 16 | 17HolidayShut Off Reports Available | 18 | 19 | 20 **Pay Confirm**2/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 2/13/20 (-) | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 **PPE** | 28 | 29 |

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| March 2020 |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 **Pay Confirm**Changes to leave accruals for PPE 2/27/20 (-) | 63/1/20 leave accruals (+)3/1/20 PT accruals for scheduled hours (+) | 7 |
| 8 | 9 | 10 | 11 | 12 **PPE**  | 13 | 14 |
| 15 | 16Shut Off Reports Available | 17 | 18 | 19 **Pay Confirm**3/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 3/12/20 (-) | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 **PPE** | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |
| April 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 1 | 2 **Pay Confirm**Changes to leave balances for PPE 3/26/20 (-) | 34/1/20 leave accruals (+)4/1/20 PT accruals for scheduled hours (+) | 4 |
| 5 | 6 | 7 | 8 | 9 **PPE** | 10Holiday | 11 |
| 12 | 13Shut Off Reports Available | 14 | 15 | 16 **Pay Confirm**4/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 4/9/20 (-) | 17 | 18 |
| 19 | 20 | 21 | 22 | 23  **PPE** | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 **Pay Confirm**Changes to leave balances for PPE 4/23/20 (-) |  |  |
| May 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 15/1/20 leave accruals (+)5/1/20 PT accruals for scheduled hours (+) | 2 |
| 3 | 4 | 5 | 6 | 7 **PPE** | 8 | 9 |
| 10 | 11Shut Off Reports Available | 12 | 13 | 14 **Pay Confirm**5/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 5/7/20 (-) | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 **PPE** | 22 | 23 |
| 24 | 25Holiday | 26 | 27 | 28 **Pay Confirm**Changes to leave balances for PPE 5/21/20 (-) | 29 | 30 |
| 31 |

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| June 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 16/1/20 leave accruals (+)6/1/20 PT accruals for scheduled hours (+) | 2 | 3 |  4 **PPE** | 5 | 6 |
| 7 | 8Shut Off Reports Available | 9 | 10 | 11 **Pay Confirm**6/1/20 PT accruals for hours worked (+)Shut Off Changes to leave balances for PPE 6/4/20 (-) | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 **PPE** | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 **Pay Confirm**Changes to leave balances for PPE 6/18/20 (-) | 26 | 27 |
| 28 | 29 | 30 |  |  |  |  |

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| July 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 17/1/20 leave accruals (+)7/1/20 PT accruals for scheduled hours (+) | 2 **PPE** | 3Holiday | 4 |
| 5 | 6Shut Off Reports Available | 7 | 8 | 9 **Pay Confirm**7/1/20 PT accrual for hours worked (+)Shut OffChanges to leave balance for PPE 7/2/20 (-) | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 **PPE** | 17 | 18 |
| 19 | 20 | 21 | 22 | 23  **Pay Confirm**Changes to leave balances for PPE 7/16/20 (-) | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 **PPE** | 31 |  |

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| August 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 **Pay Confirm**Changes to leave balances for PPE 7/30/20 (-) | 78/1/20 leave accruals (+)8/1/20 PT accruals for scheduled hours (+) | 8 |
| 9 | 10 | 11 | 12 | 13 **PPE** | 14 | 15 |
| 16 | 17Shut Off Reports Available | 18 | 19 | 20 **Pay Confirm**8/1/20 PT accrual for hours worked (+)Shut Off Changes to leave balances PPE 8/13/20 (-) | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 **PPE** | 28 | 29 |
| 30 | 31 |

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| September 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  | 1 | 2 | 3 **Pay Confirm**Changes to leave balances for PPE 8/27/20 (-) | 49/1/20 leave accruals (+)9/1/20 PT leave accruals for scheduled hours (+) | 5 |
| 6 | 7Holiday | 8 | 9 | 10 **PPE** | 11 | 12 |
| 13 | 14Shut Off Reports Available | 15 | 16 | 17 **Pay Confirm**9/1/20 PT leave accruals for hours worked (+)Shut Off Changes to leave balances for PPE 9/10/20 (-) | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 **PPE** | 25 | 26 |
| 27 | 28 | 29 | 30 |  |  |  |

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| October 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  | 1 **Pay Confirm**Changes to leave balances for PPE 9/24/20 (-) | 210/1/20 leave accruals (+)10/1/20 PT leave accruals for scheduled hours (+) | 3 |
| 4 | 5 | 6 | 7 | 8 **PPE** | 9 | 10 |
| 11 | 12HolidayShut Off Reports Available | 13 | 14 | 15 **Pay Confirm**10/1/20 PT leave accruals for hours worked (+)Shut OffChanges to leave balances for PPE 10/08/20 (-) | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 **PPE** | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 **Pay Confirm**Changes to leave balances PPE 10/22/20 (-) | 30 | 31 |

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| November 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 211/1/20 leave accruals (+)11/1/20 PT accruals for scheduled hours (+) | 3 | 4 |  5 **PPE** | 6 | 7 |
| 8 | 9Shut Off Reports Available | 10 | 11Holiday | 12 **Pay Confirm**11/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 11/5/20 (-) | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 **PPE** | 20 | 21 |
| 22 | 23 | 24 | 25 **Pay Confirm**Changes to leave balances for PPE 11/19/20 (-) | 26 Holiday | 27 | 28 |
| 29 | 30 |  |  |  |  |  |

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| December 2020 |
| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  | 112/1/20 leave accruals (+)12/1/20 PT accruals for scheduled hours (+) | 2 | 3 **PPE** | 4 | 5 |
| 6 | 7Shut Off Reports Available | 8 | 9 | 10 **Pay Confirm**12/1/20 PT accruals for hours worked (+)Shut OffChanges to leave balances for PPE 12/3/20 (-) | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 **PPE** | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 **Pay Confirm**Changes to leave balances for PPE 12/17/20 (-) | 25Holiday | 26 |
| 27 | 28 | 29 | 30 | 31 **PPE** |  |  |