

## Core-CT Leave Accrual Calendar

### 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. 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.

Core-CT Leave Accrual Calendar

# January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Holiday	2
3	4  Shut Off Reports Available  <b>Manual entry of PL time can be added today on a Timesheet date of 1/1/21 or later</b>  <b>Manual entry of Manager Bonus Vacation Days can be added today on a Timesheet date of 1/1/21 or later</b>	5	6	7 <b>Pay Confirm</b>  Changes to leave balances for PPE 12/31/20 (-)	8 1/1/21 leave accruals (+)  1/1/21 PT accruals for scheduled hours and hours worked (+)  Shut Off	9
10	11	12	13	14 <b>PPE</b>	15	16
17	18 Holiday	19	20	21 <b>Pay Confirm</b>  Changes to leave balances for 1/14/21 (-)	22 Kronos Accrual Interface: CTHRO702	23
24	25	26	27	28 <b>PPE</b>	29	30
31						

Core-CT Leave Accrual Calendar

# February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	<b>4 Pay Confirm</b> Changes to leave balances for PPE 1/28/21 (-)	5 Kronos Accrual Interface: CTHRO702 2/1/21 leave accruals (+) 2/1/21 PT accruals for scheduled hours (+)	6
7	8	9	10	<b>11 PPE</b>	12 Holiday	13
14	15 Holiday Shut Off Reports Available	16	17	<b>18 Pay Confirm</b> 2/1/21 PT accruals for hours worked (+) Shut Off Changes to leave balances for PPE 2/11/21 (-)	19 Kronos Accrual Interface: CTHRO702	20
21	22	23	24	<b>25 PPE</b>	26	27
28						

Core-CT Leave Accrual Calendar

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	<b>4 Pay Confirm</b> Changes to leave accruals for PPE 2/25/21 (-)	5 Kronos Accrual Interface: CTHRO702  3/1/21 leave accruals (+)  3/1/21 PT accruals for scheduled hours (+)	6
7	8	9	10	<b>11 PPE</b>	12	13
14	15  Shut Off Reports Available	16	17	<b>18 Pay Confirm</b>  3/1/21 PT accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 3/11/21 (-)	19 Kronos Accrual Interface: CTHRO702	20
21	22	23	24	<b>25 PPE</b>	26	27
28	29	30	31			

Core-CT Leave Accrual Calendar

# April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1 Pay Confirm</b> Changes to leave balances for PPE 3/25/21 (-)	2 Holiday	3
4	5 Kronos Accrual Interface: CTHRO702 4/1/21 leave accruals (+) 4/1/21 PT accruals for scheduled hours (+)	6	7	8 PPE	9	10
11	12 Shut Off Reports Available	13	14	<b>15 Pay Confirm</b> 4/1/21 PT accruals for hours worked (+) Shut Off Changes to leave balances for PPE 4/8/21 (-)	16 Kronos Accrual Interface: CTHRO702	17
18	19	20	21	22 PPE	23	24
25	26	27	28	<b>29 Pay Confirm</b> Changes to leave balances for PPE 4/22/21 (-)	30 Kronos Accrual Interface: CTHRO702	

Core-CT Leave Accrual Calendar

# May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 5/1/21 leave accruals (+)  5/1/21 PT accruals for scheduled hours (+)	4	5	6 PPE	7	8
9	10  Shut Off Reports Available	11	12	13 <b>Pay Confirm</b>  5/1/21 PT accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 5/6/21 (-)	14 Kronos Accrual Interface: CTHRO702	15
16	17	18	19	20 PPE	21	22
23	24 Holiday	25	26	27 <b>Pay Confirm</b>  Changes to leave balances for PPE 5/20/21 (-)	28 Kronos Accrual Interface: CTHRO702	29
30	31					

Core-CT Leave Accrual Calendar

# June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6/1/21 leave accruals (+)  6/1/21 PT accruals for scheduled hours (+)	2	3 <b>PPE</b>	4	5
6	7  Shut Off Reports Available	8	9	10 <b>Pay Confirm</b>  6/1/21 PT accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 6/3/21 (-)	11 Kronos Accrual Interface: CTHRO702	12
13	14	15	16	17 <b>PPE</b>	18	19
20	21	22	23	24 <b>Pay Confirm</b>  Changes to leave balances for PPE 6/17/21 (-)	25 Kronos Accrual Interface: CTHRO702	26
27	28	29	30			

Core-CT Leave Accrual Calendar

July 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PPE	2	3
4	5 Holiday  Shut Off Reports Available	6	7	8 <b>Pay Confirm</b> 7/1/21 leave accruals (+)  7/1/21 PT accruals for scheduled hours and for hours worked (+)  Shut Off  Changes to leave balances for PPE 7/1/21 (-)	9	10
11	12	13	14	15 PPE	16	17
18	19	20	21	22 <b>Pay Confirm</b>  Changes to leave balances for PPE 7/15/21 (-)	23 Kronos Accrual Interface: CTHRO702	24
25	26	27	28	29 PPE	30	31



Core-CT Leave Accrual Calendar

# August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	<b>5 Pay Confirm</b>  Changes to leave balances for PPE 7/29/21 (-)	6 Kronos Accrual Interface: CTHRO702  8/1/21 leave accruals (+)  8/1/21 PT accruals for scheduled hours (+)	7
8	9	10	11	<b>12 PPE</b>	13	14
15	16  Shut Off Reports Available	17	18	<b>19 Pay Confirm</b>  8/1/21 PT accrual for hours worked (+)  Shut Off  Changes to leave balances PPE 8/12/21 (-)	20 Kronos Accrual Interface: CTHRO702	21
22	23	24	25	<b>26 PPE</b>	27	28
29	30	31				

Core-CT Leave Accrual Calendar

# September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	<b>2 Pay Confirm</b> Changes to leave balances for PPE 8/26/21 (-)	3 Kronos Accrual Interface: CTHRO702 9/1/21 leave accruals (+) 9/1/21 PT leave accruals for scheduled hours (+)	4
5	6 Holiday	7	8	9 PPE	10	11
12	13 Shut Off Reports Available	14	15	<b>16 Pay Confirm</b> 9/1/21 PT leave accruals for hours worked (+) Shut Off Changes to leave balances for PPE 9/9/21 (-)	17 Kronos Accrual Interface: CTHRO702	18
19	20	21	22	23 PPE	24	25
26	27	28	29	<b>30 Pay Confirm</b> Changes to leave balances for PPE 9/23/21 (-)		

Core-CT Leave Accrual Calendar

October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Kronos Accrual Interface: CTHRO702  10/1/21 leave accruals (+)  10/1/21 PT leave accruals for scheduled hours (+)	2
3	4	5	6	7 <b>PPE</b>	8	9
10	11 Holiday  Shut Off Reports Available	12	13	14 <b>Pay Confirm</b>  10/1/21 PT leave accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 10/07/21 (-)	15 Kronos Accrual Interface: CTHRO702	16
17	18	19	20	21 <b>PPE</b>	22	23
24	25	26	27	28 <b>Pay Confirm</b>  Changes to leave balances PPE 10/21/21 (-)	29 Kronos Accrual Interface: CTHRO702	30
31						

Core-CT Leave Accrual Calendar

# November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  11/1/21 leave accruals (+)  11/1/21 PT accruals for scheduled hours (+)	2	3	4 <b>PPE</b>	5	6
7	8  Shut Off Reports Available	9	10 <b>Pay Confirm</b>  11/1/21 PT accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 11/4/21 (-)	11 Holiday	12 Kronos Accrual Interface: CTHRO702	13
14	15	16	17	18 <b>PPE</b>	19	20
21	22	23	24 <b>Pay Confirm</b>  Changes to leave balances for PPE 11/18/21 (-)	25 Holiday	26 Kronos Accrual Interface: CTHRO702	27
28	29	30				

Core-CT Leave Accrual Calendar

# December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 12/1/21 leave accruals (+)  12/1/21 PT accruals for scheduled hours (+)	2 <b>PPE</b>	3	4
5	6  Shut Off Reports Available	7	8	9 <b>Pay Confirm</b>  12/1/21 PT accruals for hours worked (+)  Shut Off  Changes to leave balances for PPE 12/2/21 (-)	10 Kronos Accrual Interface: CTHRO702	11
12	13	14	15	16 <b>PPE</b>	17	18
19	20	21	22	23 <b>Pay Confirm</b>  Changes to leave balances for PPE 12/16/21 (-)	24 Holiday	25
26	27 Kronos Accrual Interface: CTHRO702	28	29	30 <b>PPE</b>	31	