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.

Core-CT Leave Accrual Calendar

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Note: Manual entry of 2023 PL time and Manager Bonus Vacation Days cannot be added until the dates noted below. Note: PL Plans will have an additional row dated 12/31/22. PL plans will not have a 1/12/23 row.						
1	2 Holiday	3	4	5 **Pay Confirm** Changes to leave balances for 12/29/22 (-)	6 1/1/23 <u>**sick and vacation**</u> FT leave accruals and PT based on scheduled hours (+)	7
8	9	10	11	12 **PPE**	13	14
15	16 Holiday Shut Off Reports Available	17	18	19 **Pay Confirm** Changes to PL balances for 12/31/22 1/1/23 PL accruals (+) 1/1/23 PT Sick and Vacation accruals for hours worked (+) 1/1/23 PT PL (+) Shut Off Changes to leave balances for PPE 1/12/23 (-) Sick and Vacation only	20 **Manual entry of PL time can be added today on a Timesheet date of 1/1/23 or later** **Manual entry of Manager Bonus Vacation Days can be added today on a Timesheet date of 1/1/23 or later** **Timesheet changes for LILA posted between 1/1 and 1/12 can be made today** Kronos Accrual Interface: CTHRO702	21
22	23	24	25	26 **PPE**	27	28
29	30	31				

Core-CT Leave Accrual Calendar

February 2023

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

Core-CT Leave Accrual Calendar

March 2023

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

Core-CT Leave Accrual Calendar

April 2023

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

Core-CT Leave Accrual Calendar

May 2023

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

Core-CT Leave Accrual Calendar

June 2023

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

Core-CT Leave Accrual Calendar

July 2023

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

Core-CT Leave Accrual Calendar

August 2023

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

September 2023

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

Core-CT Leave Accrual Calendar

October 2023

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

Core-CT Leave Accrual Calendar

November 2023

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

December 2023

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