

# PTO Hours Journal

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## TABLE OF CONTENTS

- [When to use the PTO Hours Journal](#)
- [How to ADJUST EMPLOYEE PTO HOURS](#)
- [How to execute PTO HOURS CARRYOVER](#)

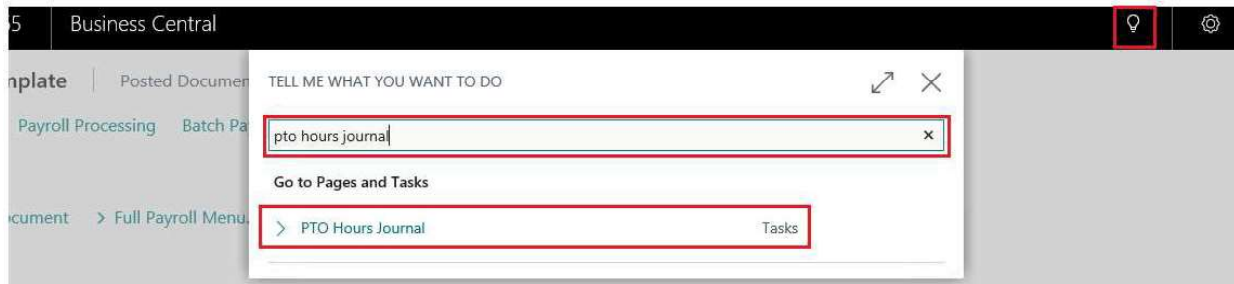
## When to use the PTO Hours Journal

The 'PTO HOURS JOURNAL' allows users to adjust an employee's accrued hours in 2 possible ways;

1. Adjusting an employee's accrued hours (+ or -) for any available PTO Hours earnings codes
2. Carrying over available PTO hours from the previous year

## How to ADJUST EMPLOYEE PTO HOURS

**Step 1. Select 'Search' icon and enter 'PTO Hours Journal'. Then select 'PTO Hours Journal'.**



**Step 2. The 'PTO Hours Journal' will open. Adjust Employee PTO Hours by entering 'Posting Date'**

*NOTE: POSTING DATE is the date the hours will be added or removed from employee's PTO Hours*

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT ...

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS |
|--------------|--------------|--------------|------------------|---------------------------------|---------------|-------|
| 11/25/2018   |              |              |                  |                                 |               | 0.00  |

**Step 3. Enter a Document number in the 'DOCUMENT NO.' field**

← PTO HOURS JOURNAL

Batch Name ..... DEFAULT ...

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.    | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS |
|--------------|-----------------|--------------|------------------|---------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 ✕ |              |                  |                                 |               | 0.00  |

**Step 4. Enter 'EMPLOYEE NO.' in 'Employee No.' Field or select one from the drop down menu**

← PTO HOURS JOURNAL

Batch Name: ..... DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE |
|--------------|---------------|--------------|------------------|---------------------------------|---------------|
| 11/25/2018   | PJ00000000025 |              |                  |                                 |               |

NO. FIRST NAME LAST NAME HIR

EMP10002 Gwen Stefani

EMP10003 Tom Berenger

EMP10004 Kevin Costner

EMP10005 Meg Ryan

EMP10007 Dwight Fidelis

< >

+ New Select from full list

**Step 5. Select 'PAY CYCLE PERIOD' from 'Pay Cycle Period' drop down menu.**

← PTO HOURS JOURNAL

Batch Name: ..... DEFAULT ...

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS |
|--------------|---------------|--------------|------------------|---------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 | EMP10004     |                  |                                 |               | 0.00  |

NAME DESCRIPTION STARTING DATE ENDING DATE

Week 6 2018 2/4/2018 2/10/2018

Week 7 2018 2/11/2018 2/17/2018

Week 8 2018 2/18/2018 2/24/2018

Week 9 2018 2/25/2018 3/3/2018

Week 10 2018 3/4/2018 3/10/2018

< >

+ New Select from full list

**Step 6.**

**'PAY CYCLE PERIOD END DATE' field will automatically populate.**

**Select 'EARNINGS CODE' from 'Earnings Code' field drop down menu (only earnings codes that are setup to be available as PTO Hours will be available in the dropdown).**

← PTO HOURS JOURNAL

Batch Name: ..... DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS |
|--------------|---------------|--------------|------------------|---------------------------------|---------------|-------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018                       |               | 0.00  |

| CODE         | DESCRIPTION           |
|--------------|-----------------------|
| BONUS        | Bonus                 |
| OTHER        | Other                 |
| PERSONAL DAY | Personal Day          |
| SICK PAY     | Sick Pay              |
| VACATION PAY | Vacation Pay          |
| + New        | Select from full list |

### Step 7. Enter 'HOURS' in 'Hours' field.

← PTO HOURS JOURNAL

Batch Name: ..... DEFAULT

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS   |
|--------------|---------------|--------------|------------------|---------------------------------|---------------|---------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018                       | PERSONAL DAY  | 16.00 x |

**NOTE:** By using the negative sign in 'Hours' field, you will decrease the employee PTO Hours by that amount.

### Step 8. Select 'ACTIONS' > '+Posting' > '+Post'

← PTO HOURS JOURNAL

Batch Name: ..... DEFAULT

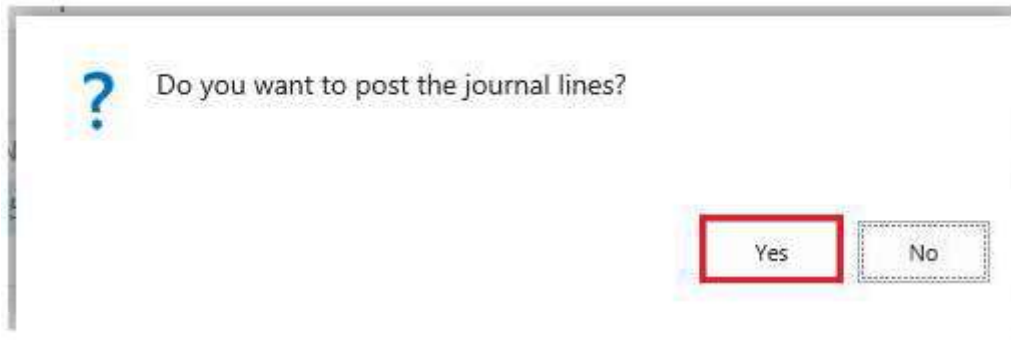
Manage Process Actions Less options

Functions ▾ + Posting ▾

+ Post

| POSTING DATE | DOCUMENT NO.  | EMPLOYEE NO. | PAY CYCLE PERIOD | ENDING DATE | EARNINGS CODE |
|--------------|---------------|--------------|------------------|-------------|---------------|
| 11/25/2018   | PJ00000000025 | EMP10004     | Week 10 2018     | 3/10/2018   | PERSONAL DAY  |

**Step 9. Click 'Yes' in pop up window when asked 'Do you want to post journal entries?'**



**Step 10. Click 'Ok' on final pop up window**



### **How to execute PTO HOURS CARRYOVER**

**Step 1. Open PTO Hours Journal, select 'ACTIONS' > 'Functions' > 'Accruals Carryover'**

←

PTO HOURS JOURNAL

PTO Hours Journal

Batch Name

-----

DEFAULT

Manage

Process

Actions

Less options

Functions

Posting

Accruals Carryover

Calc. Lump Sum Hours

DOCUMENT NO.

EMPLOYEE NO.

PAY CYCLE PERIOD

ENDING DATE

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Step 2. 'EDIT PTO CARRYOVER' screen opens

EDIT - PTO CARRYOVER 

**Options**

Date .....   

PTO Carryover Date Range .....

**Payroll Employee**

Show results:

Where:   is:  

**Step 3.**

Enter a 'Date' and then enter a 'PTO Carryover Date Range' or 'Date Formula'

The 'Date' will determine how the 'PTO Carryover Date Range' formula will calculate the hours to carryover.

For example, if you set a date of '12/31/2018' and enter a 'PTO Carryover Date Range' of '1d' then all hours that are calculated to have accrued on the day of 12/31/2018 will be carried over.

EDIT - PTO CARRYOVER

Options

Date12/31/2018

PTO Carryover Date Range1d

Payroll Employee

Show results:

Where:No.

IS:

OK

Cancel

**Step 4.**

In 'Payroll Employee' section, filter desired employees.

Select available options that apply to your selected filter. In this case we are selecting an employee number.

EDIT - PTO CARRYOVER 

**Options**

Date12/31/2018

PTO Carryover Date Range1D

**Payroll Employee**

Show results:

Where: No. 

 is: 

OK

Cancel

**Step 5. Select from available employees in the drop down menu**

EDIT - PTO CARRYOVER

Options

Date

12/31/2018

PTO Carryover Date Range

1D

Payroll Employee

Show results:

Where:

No.

is:

EMP10004

OK

Cancel

**Step 6. Click 'Ok'**

EDIT - PTO CARRYOVER 

**Options**

Date ..... 12/31/2018 

PTO Carryover Date Range ..... 1D

**Payroll Employee**

Show results:

Where: No.  is: EMP10004  

OK

Cancel

**Step 7. Review** the hours in the PTO Hours Journal

← PTO HOURS JOURNAL

## PTO Hours Journal

Batch Name ..... DEFAULT ...

Manage Process Actions Less options

| POSTING DATE | DOCUMENT NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE | HOURS  |
|--------------|--------------|--------------|------------------|---------------------------------|---------------|--------|
| 12/31/2018   |              | EMP10004     | Week 53 2018     | 1/5/2019                        | PERSONAL DAY  | -16.00 |
| 12/31/2018   |              | EMP10004     | Week 53 2018     | 1/5/2019                        | VACATION PAY  | 8.00   |
| 1/1/2019     |              | EMP10004     | Week 53 2018     | 1/5/2019                        | VACATION PAY  | -8.00  |
| 1/1/2019     |              |              |                  |                                 |               | 0.00   |

### Step 8. Select 'ACTIONS' > '+Posting' > 'Post'

← PTO HOURS JOURNAL

## PTO Hours Journal

Batch Name ..... DEFAULT

Manage Process Actions Less options

Functions ▾ **+ Posting** ▾

**Post**

| POSTING DATE | DOCUMENT NO. | EMPLOYEE NO. | PAY CYCLE PERIOD | PAY CYCLE PERIOD<br>ENDING DATE | EARNINGS CODE |
|--------------|--------------|--------------|------------------|---------------------------------|---------------|
| 12/31/2018   |              | EMP10004     | Week 53 2018     | 1/5/2019                        | PERSONAL DAY  |
| 12/31/2018   |              | EMP10004     | Week 53 2018     | 1/5/2019                        | VACATION PAY  |
| 1/1/2019     |              | EMP10004     | Week 53 2018     | 1/5/2019                        | VACATION PAY  |
| 1/1/2019     |              |              |                  |                                 |               |

### Step 9. Click 'YES' in pop up window 'Do you want to post the journal entries'