



accruals
made easy



TimeZone™ Accruals

Easily set up accruals then let TimeZone do the rest!
Eliminate manual tracking of benefit time calculations forever.

- Define allowances for individuals or entire departments
- Automatically flag employees in excess of allowable benefits
- View Benefit Accrual details and Audit Trail
- Track banked time and transfer to vacation, sick days, etc.
- Print detailed or summarized Benefits Accruals for distribution

Accruals Can Work for You

Managers, supervisors, payroll staff and HR administrators all face the challenge of tracking and authorizing the accrual of employee benefit time. How many vacation days do I have? How many banked days am I owed? TimeZone's Accruals module enables you to immediately answer these questions and more, providing an accurate summary of each employee's earned, used and remaining accrual balances, quickly and effortlessly.

Eliminate Duplication of Data

TimeZone Accruals eliminates the tedious job of manually tracking time accrued and taken by automatically and accurately calculating each employee's benefit time. Employee balances are maintained, controlled, compared against time and attendance records and stored in a single application, eliminating the need to re-key data.

Integrate Accruals Tracking with Employee Self Service

To eliminate the burden of employees requesting benefit accruals information from your HR department, ITR offers an integrated Employee Self Service module which enables employees to request and view accrued time balances right from their PC or a centrally located kiosk. Employee balances are automatically updated as employees use vacation days, sick leave and other absences or benefit time. With ESS, employees can also send absence requests directly to supervisors or managers, and if approved, the system will automatically schedule the absence and debit the time against the accrual balance.

Accommodates Complex HR Policies

TimeZone Accruals has been developed with incredible flexibility to manage even the most complex HR processes and benefit entitlement policies. Based upon surveys of hundreds of companies, this module was designed to alleviate the workload involved in managing this arduous task. With TimeZone Accruals, you'll realize both a dramatic savings of administrative time and an increase in the accuracy of accrual data.

Define, Change and Override Allowances and Restrictions

By defining allowances and restrictions in accordance with your HR policies, your organization will be able to control the use of, and payment for, hours or days not yet earned by employees. While restrictions can be put into place allowing only authorized users the ability to change rules and balances, the design does enable definitions and balances to be modified if necessary as HR policies change with workforce requirements and evolve within the culture of your organization. Comprehensive reports provide accurate and meaningful information enabling HR to effectively manage absences and accrued time.

ITR supports its customers through a network of regional offices and a central Customer Care Center.

TIMEZONE™ WEB

TimeZone™ Accruals

TimeZone's core functionality and feature-rich modules deliver measurable results and quick return on investment, typically in six months or sooner, with substantial ongoing annual savings.

Accrual Transfers

This module handles year-end transfers as well as transfer balances within the year. Define how many banked hours will carry forward. Move unused vacation from Vacation Current to Vacation Previous, keeping your accounting records accurate.

Warnings and Errors

Once defined with your policy rules, the Accruals module will trigger warnings and indicate when an employee is close to or has exceeded the allowed overdraft of an accrual. By clicking on the Accruals link in the TimeCard Editor, you see a current overview of the entries for the specific employee without interrupting your workflow.

User Access

Different levels of authorization enable the set up of various authorized overrides. For example, with two levels of access, Supervisors may be given the authority to check and prevent exceeding available hours, while Operators may override the request and therefore authorize exceeding available hours.

Reports

Deliver up-to-date information to your employees on their past and future scheduled accruals by running a report displaying available vacation days, sick leave, etc. Need to know who has the least amount of banked time? Run a report! TimeZone Accruals enhances return on investment by assisting you in scheduling employees with the least amount of banked time.

Everyone Benefits from Accurate Accruals

In addition to removing administrative tasks surrounding accruals, TimeZone Accruals will successfully prevent the use and payment of hours or days not yet earned by employees. When used with the Employee Self Service module, employees feel empowered by having easy access to check sick leave, vacation days or other benefit time, and plan appropriately. No surprises for managers or employees, enabling you to manage your entire workforce more efficiently.



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