

VERSION 1.0
NOVEMBER 7, 2022



HR ACCRUAL RULE LEVEL DAYS AT STANDARD HOURS PER DAY

APP NUMBER: 010168

Powered by:

MYOB Greentree

TABLE OF CONTENTS

Features 2

 Important Notes 2

 Other Requirements 2

User Instructions 3

 Accrual Rule Maintenance 3

 Employee Maintenance 4

 Changing ‘standard hours per day’ 5

Implementation Guide 6

 App Installation 6

 Other Greentree Configuration 7

 App Configuration 7

FEATURES

HR Accrual Rule Level Days at Standard Hours per day

This app provides Sick Pay Accrual Rules based on Standard hours per day.

This app makes it possible to use just one Accrual Rule for a range of employees who have changing and different work patterns, and they change those work patterns on a regular basis.

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: HR Payroll

Associated Apps: None

USER INSTRUCTIONS

ACCRUAL RULE MAINTENANCE

| HR | System | Payroll | Accrual Rule Maintenance |

1. Under How Much, this app adds a new option of #Days @ Std hours/day. Select that option and enter the number of days.
2. Use the tick box and enter a value for a maximum for the number of days at standard hours if applicable.

The screenshot shows a dialog box titled "Accrual Rule Level Maintenance" with a purple header. The "Description" field contains "Level 2 - after 6 months". The "When" section has radio buttons for "Once", "Anniversary of starting date", "Anniversary plus" (selected with a value of 6 months), "Fixed Date", and "Every X months". The "Move to Next level" section has radio buttons for "Never" (selected), "Anniversary", "After X months from start date", and "Fixed Date", along with a checkbox for "Accrue on move". The "Expire" section has checkboxes for "Expire" and "Expire Negative Balance". The "How Much" section, highlighted with a red box, has radio buttons for "X hours" (value 10), "#Days @Std hours/day" (selected), and a checked checkbox for "Maximum #Days @Std Hour" (value 20).

The “How much” now allows flexibility to have a standard number of hours, or the option of defining in terms of days, using standard hours per day.

The accrual rule (when triggered) will then use the employee’s ‘standard hours per day’ figure to calculate the hours for the accrual.

Note that standard use of x Hours and Maximum hours remains unchanged by this app.

EMPLOYEE MAINTENANCE

| HR | System | Payroll | Accrual Rule Maintenance |

When the accrual rule triggers the accrual hours is calculated as 10days @ 8 hours/day based on the example above.

HR Employee Maintenance

Code: 3711 Surname: Vaevae First Name: Nicole

CV: Main Involvement: Defaults Medical: Options Org Chart: Tax Config Key Dates: Payroll Events: Balance Tracking Security: Other

Agreed Definition of a Week

Std Hrs/Day: 8.00 Std Hrs/Pay: 80.0000 Std Hrs/Week: 40.00 Std Days/Pay: 10 Std Days/Week: 5.00

Calculate Leave in Days Calculate Annual Leave in Weeks

Transaction Types

Trans Type	Description	Accrual Rule	Max Overdrawn	Start Date Override	Inactive
AL	Annual leave	Annual 4 Wk Percentag	0.00		<input type="checkbox"/>
DIL	Day in Lieu		0.00		<input type="checkbox"/>
SICK	Sick leave	Test - hours per day aft	0.00		<input type="checkbox"/>

HR Employee Maintenance

Code: 3711 Surname: Vaevae First Name: Nicole

CV: Main Involvement: Defaults Medical: Options Org Chart: Tax Config Key Dates: Payroll Events: Balance Tracking Security: Other Custom: Transactions Notes: Positions Functions

Summary Pays Transactions Balances Rate History

Balances including all transactions

Trans Type	Description	Entitled Hours	Accrued Hours	Accrued Value	Not Entitled Hours	Entitled Units	Accrued Units	Not Entitled Units	Units
AL	Annual leave	36.65	36.65	\$740.44	0.00				
DIL	Day in Lieu	0.00	0.00	\$0.00	0.00				
SICK	Sick leave	160.00	160.00	-\$177.00	0.00	20.00	20.00	0.00	Days

Transactions for SICK - Sick leave

From: / / To: / / Search Now This Year Last Year Today All

Accrual Date	Date Entitled	Tran	Reference	Qty Hours	Qty Days	Amount	Narration	Accrual Rule	Rule Level
11/10/2021	11/10/2021	HR Accrual	265224	80.00	10.00	0.00	Accrual for 11/10/2021 to 10/10/2021: Test - hours per day	Test - hours per day	10 Days per
06/06/2021	06/06/2021	HR Pay	073269	-1.00	-0.13	-60.60	Taken on 06/06/2021 : SL-1day=		
06/12/2020	06/12/2020	HR Pay	061922	-2.00	-0.25	-116.40	Taken on 06/12/2020 : SL-2days=		
11/10/2020	11/10/2020	HR Accrual	265224	80.00	10.00	0.00	Accrual for 11/10/2020 to 10/10/2020: Test - hours per day	Test - hours per day	10 Days per
01/03/2020	01/03/2020	HR Pay	045368	-1.00	-0.13	-54.45	Taken on 01/03/2020 : SL-1day=		

Ready Employee 141 of 2329 Verified

CHANGING 'STANDARD HOURS PER DAY'

Note: When the employee changes the 'standard hours per day' the accrual will also be changed to equal the new standard (this is standard Greentree), as per below, where the employee has changed their standard hours per day from 8 to 6.

The screenshot shows the 'HR Employee Maintenance' interface for employee Nicole Vaevae (Code 3711). The 'Agreed Definition of a Week' section is active, showing the following values:

- Std Hrs/Day: 6
- Std Hrs/Pay: 60
- Std Hrs/Week: 40.00
- Std Days/Pay: 5.00
- Std Days/Week: 5.00

Options: Calculate Leave in Days, Calculate Annual Leave in Weeks

The 'Transaction Types' table is visible below:

Trans Type	Description	Accrual Rule	Max Overdrawn	Start Date Override	In
AL	Annual leave	Annual 4 Wk Percentag	0.00		
DIL	Day in Lieu		0.00		
SICK	Sick leave	Test - hours per day aft	0.00		

A notification popup titled 'Agreed Definition of a Week changed' is displayed, stating: 'The updated Sick leave balance will be 120.00 hours. Days will remain as 20.00.' with an 'OK' button.

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App.

APP INSTALLATION

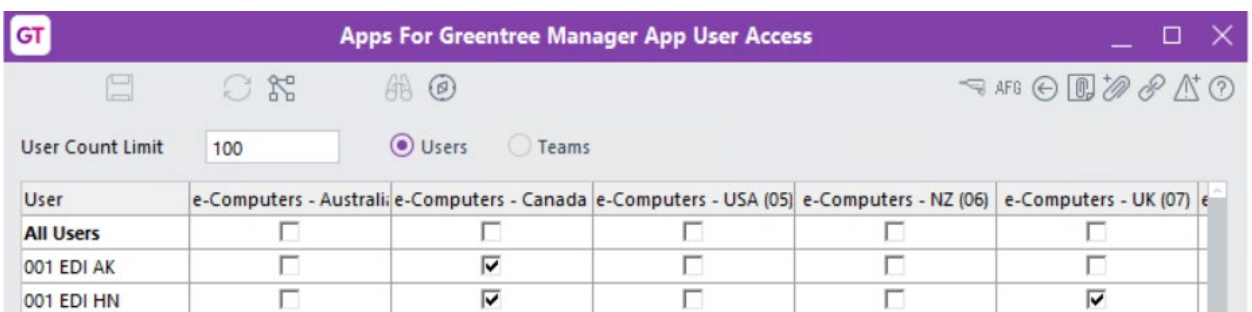
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Either enter the New Registration Codes supplied and click **Install App** or click the **Check for Purchased Apps** button to display a list of apps recently purchased or renewed to install in bulk.



4. Select/Highlight the **HR Accrual Rule Level Days at Standard Hours per day** App.



5. Click on the **Edit Users** button and select the users who will be configured to use HR Accrual Rule Level Days at Standard Hours per day, for which companies.



6. Once you have selected the users, **Save** the settings, and **Close** the window.
7. **Save** and **Close** the Module Control form.

OTHER GREENTREE CONFIGURATION

Not required for this app.

APP CONFIGURATION

Not required for this app.