

AVIONTÉ
CONNECT

Back-Office Mastery

BEST PRACTICES IN PAYROLL MANAGEMENT:
CRITICAL FEATURES FOR EFFICIENCY & COMPLIANCE

Meet the Team



Allison Floeter

Sr. Project Manager



Jeremy Spader

Sr. Customer Solutions
Advisor



Angie Carmichael-Beaty

Account Director

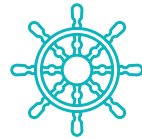


What Brought You Here?



SPEED DEMON

Focused to get through implementation ASAP; want to re-review options



CHANGE AT THE HELM

Original person was trained, but the replacement needs more foundation



BUSY!

So focused on the weekly process that exploring other functionality doesn't happen



OPEN TO MORE

Curiosity to explore options you can use to improve current processes!

You don't know what you don't know!



The Agenda

1

Introductions

2

Garnishments

3

Tiered Deductions

4

Accruals

5

Mass Check Corrections

6

Q&A



Complex Garnishments & Deductions





Garnishments

Example of Garnishment

The notice instructs the garnishee to withhold a percentage of your take home wages.

- Child Support / Alimony
- Tax Levys
- Student Loans



Formula Deductions

Wage Exemption Calculation (to be filled out by employers only)

You can fill out this calculation and make payments via Revenue Online at www.oregon.gov/dor.
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Formula Deductions: Configuring Transaction

- Admin Tools > System
 - Transaction Type

The screenshot displays the 'System | Config Transaction Type' window. At the top, there is a table listing transaction types. The 'Add New' button is highlighted with a red box. Below the table, the 'Transaction Type Details' form is shown, with the 'Formula Garnishment' configuration visible. The 'Type' dropdown is set to 'Permanent Deduction'. The 'Shared By' section shows 'Eagan' as the user.

ConfigTransactionTypeID	Name	Description	Deduction Category
103	Formula Withholding	Formula Example	
18	Garnishment	Garnishment	Garnishment
38	Health Care Medicaid	Health Care Medicaid	Health Care
40	Health Care Non Qualified	Health Care Non Qualified	Health Care
41	Health Care Plan1	Health Care Plan1	Health Care

Name	Formula Garnishment
Description	Formula Garnishment
System Name	Formula Garnishment
Type	Permanent Deduction
Is Adjustment	<input checked="" type="checkbox"/>
Is Transactional	<input type="checkbox"/>
Is Tiered	<input type="checkbox"/>
Allow Web Time Entry	<input type="checkbox"/>
Is Equipment	<input type="checkbox"/>
Is Discretionary Bonus	<input type="checkbox"/>
Is Permanent	<input checked="" type="checkbox"/>
Is ER Contribution	<input type="checkbox"/>
Show ER Contribution on Paycheck	<input type="checkbox"/>
Is Healthcare	<input type="checkbox"/>
Allow Multiple Entry	<input type="checkbox"/>
Synced To Front Office	<input type="checkbox"/>
Allow Negative	<input type="checkbox"/>
Apply Reg Rate	<input type="checkbox"/>
Is Non-Cash Benefit	<input type="checkbox"/>
Deduction Category	
Vertex Ded Code	
Vertex Pay Code	Cash
W2Box	
W2Label	

Site	Staffing Supplier
Eagan	Implementation Release



Formula Deductions: Configuring Transaction

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
104	IRS Tax Levy	IRS Tax Levy	Garnishment
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101	San Francisco - PHEL	San Francisco - PHEL	
100	Philadelphia-COVID Leave	Philadelphia-COVID Leave	

Add New Cancel

Formula

Transaction Type Details

Name: Formula Withholding
Description: Formula Example
System Name: Formula Withholding

Type: Permanent Deduction

Is Adjustment
 Is Transactional
 Is Tiered
 Allow Web Time Entry
 Is Equipment
 Is Discretionary Bonus

Is Permanent
 Is ER Contribution
 Show ER Contribution on Paycheck
 Is Healthcare
 Allow Multiple Entry
 Synced To Front Office

Allow Negative
 Apply Reg Rate
 Is Non-Cash Benefit

Deduction Category: Garnishment
Vertex Ded Code:
Vertex Pay Code: Cash
W2Box:
W2Label:

Shared By

Site: Staffing Supplier

<input checked="" type="checkbox"/>	Eagan	Implementation Release	<input checked="" type="checkbox"/>
-------------------------------------	-------	------------------------	-------------------------------------

Save



Formula Deductions: Configuring Transaction

System | Config Transaction Type

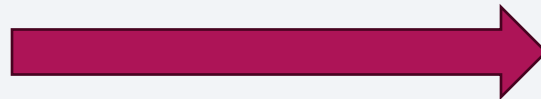
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Add New Cancel

Detail Tier Formula

Line	Function	Values	Delete	Add line
1	Specify single value	Define	X	+



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System | Config Transaction Type

Transaction Type	Property	Category	Groups
ConfigTransactionTypeID	Name	Description	Deduction Category
62	FFCRA - Employee	FFCRA - Employee	
61	FFCRA - Employee	FFCRA Employee	
35	FSREG	FoodService REG	
	Formula Withhd		Garnishment
	Garnishment		Garnishment

Define Value

Manual value entry

Transaction type value

Previous line reference

Non-transaction type value

Cancel Submit



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101	San Francisco - PHEL	San Francisco - PHEL		
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Add New Cancel

	Function	Values	Delete	Add line
	Specify single value	Gross Earnings	✖	+
2	Specify single value	Define	✖	+



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101	San Francisco -			
100	Philadelphia-CC			

Line	Function	Formula	Define	Delete	Add line
1	Specify single value			X	+
2	Add		Define	X	+

Define Value

Manual value entry

Transaction type value

Previous line reference

Non-transaction type value

Gross Earnings
 Federal Tax
 Social Security Tax
 Medicare Tax
 State Tax
 County Tax
 City Tax
 School District Tax
 Federal Minimum Wage
 State Disability Insurance



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Detail Tier Formula

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Function	Value	Property	Category	Delete	Add line
1	Specify single value	Gross Ear			
2	Add	Federal Tax		X	+
3	Subtract	Define		X	+

Define Value

Manual value entry

Transaction type value

Previous line reference

Non-transaction type value

Select previous line...
 Select previous line...
 Line 1
 Line 2

Select value...
 Select value...
 Select value...

Cancel Submit



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Add New Cancel

Line	Tier	Formula	Values	Delete	Add Line
1		Specify single value	Gross Earnings	✗	+
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Line	Function	Values	Delete	Add
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3	Subtract	Line 2 from Line 1	X	+
4	Multiply	Line 3 by 0.7500	X	+



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<input type="button" value="Add New"/> <input type="button" value="Cancel"/>																																				
<table border="1"> <thead> <tr> <th>Line</th> <th>Function</th> <th>Values</th> <th>Delete</th> <th>Ad</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Specify single value</td> <td>Gross Earnings</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td>Add</td> <td>Federal Tax and Social Security Tax and Medicare Tax and State Tax and City Tax</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td>Subtract</td> <td>Line 2 from Line 1</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>4</td> <td>Multiply</td> <td>Line 3 by 0.7500</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>5</td> <td>Specify single value</td> <td>218.0000</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>							Line	Function	Values	Delete	Ad	1	Specify single value	Gross Earnings	<input type="checkbox"/>		2	Add	Federal Tax and Social Security Tax and Medicare Tax and State Tax and City Tax	<input type="checkbox"/>		3	Subtract	Line 2 from Line 1	<input type="checkbox"/>		4	Multiply	Line 3 by 0.7500	<input type="checkbox"/>		5	Specify single value	218.0000	<input type="checkbox"/>	
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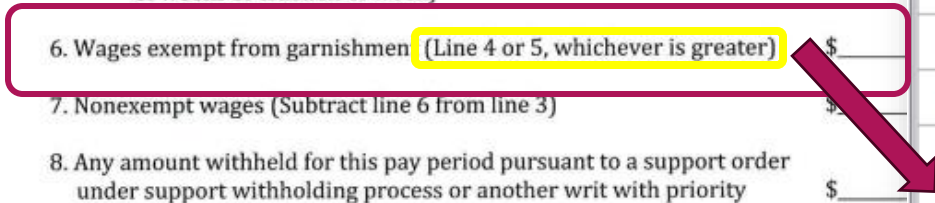
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Add New Cancel

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4	Multiply	Line 3 by 0.7500	<input type="checkbox"/>
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Define Value

Manual value entry
 Transaction type value
 Previous line reference
 Transaction type group

Select category...
 Select previous line...
 Select value...

Select value...

Line	Function		Delete	Add
1	Specify single value	Gross Ear	<input type="checkbox"/>	<input type="checkbox"/>
2	Add	Federal Ta	<input type="checkbox"/>	<input type="checkbox"/>
3	Subtract	Line 2	<input type="checkbox"/>	<input type="checkbox"/>
4	Multiply	Line 3	<input type="checkbox"/>	<input type="checkbox"/>
5	Specify single value	218.0000	<input type="checkbox"/>	<input type="checkbox"/>
6	Use the greater value	Line 4 and Line 5	<input type="checkbox"/>	<input type="checkbox"/>
7	Subtract	Line 6 from Line 3	<input type="checkbox"/>	<input type="checkbox"/>
8	Specify single value	Child Support	<input type="checkbox"/>	<input type="checkbox"/>



Transaction Type Groups

1. Click on Groups tab
2. Click Add New
3. Enter Name & Description
4. Click Save
5. Assign Transaction Types

The screenshot shows the 'System | Config Transaction Type' application window. The 'Groups' tab is selected, indicated by a red circle with the number 1. The 'Transaction Type Groups' table contains one entry: 'Child Support' with the description 'Child Support'. Below the table are 'Add New' and 'Cancel' buttons, with a red circle and the number 2 over the 'Add New' button. The 'Transaction Type Group Details' section shows the 'Name' and 'Description' fields both containing 'Child Support', with a red circle and the number 3 over the 'Name' field. The 'Transaction Types Available' list includes various transaction types, with 'AdvanceBank' selected and a red circle and the number 5 over it. The 'Transaction Types Assigned to this Group' table shows three entries: 'Child Support 3', 'Child Support 2', and 'Child Support 1', each with a 'Delete' button. A red circle and the number 4 are over the 'Save' button at the bottom right of the window.

Name	Description
Child Support	Child Support

Name	Description
Child Support	Child Support

Name	IsD
401k PreTax	
ACAAdminFee	
Administrative Fee	
Advance	
Advance Pay Back	
Advance Pay Back Fee	
AdvanceBank	
Background Check Fee	
BC COVID-19 Leave	
BC Vacation Days	

ConfigTransactionTypeName	Delete
Child Support 3	Delete
Child Support 2	Delete
Child Support 1	Delete



Wage Exemption Calculation (to be filled out by employers only)

You can fill out this calculation and make payments via Revenue Online at www.oregon.gov
Debtor:

1. Debtor's gross wages for period covered by this payment \$ _____
2. Total amount required to be withheld by law from amount in line 1 (Federal and state withholding, Social Security, etc.) \$ _____
3. Debtor's disposable wages (Subtract Line 2 from Line 1) \$ _____
4. Normal wage exemption (Enter 75 percent of Line 3) \$ _____
5. Minimum exemption (check one) \$ _____
 - \$218 (payment of wages weekly)
 - \$435 (payment of wages every two weeks)
 - \$471.25 (payment of wages half-monthly)
 - \$942.50 (payment of wages monthly)
 - \$ _____ (Any other period longer than one week, including partial payments for less than full pay period) (Multiply \$218 by number of weeks or fraction of week)
6. Wages exempt from garnishment (Line 4 or 5, whichever is greater) \$ _____
7. Nonexempt wages (Subtract line 6 from line 3) \$ _____
8. Any amount withheld for this pay period pursuant to a support order under support withholding process or another writ with priority \$ _____
9. Wages subject to garnishment (subtract line 8 from line 7) \$ _____

System | Config Transaction Type

Detail	Property	Category	Groups
Transaction Type			
ConfigTransactionTypeID	Name	Description	Deduction Category
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> formula	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
103	Formula Withholding	Formula Example	Garnishment

Add New Cancel

Line	Function	Values	Delete	Ad
1	Specify single value	Gross Earnings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Add	Federal Tax and Social Security Tax and Medicare Tax and State Tax and City Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Subtract	Line 2 from Line 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Multiply	Line 3 by 0.7500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Specify single value	218.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Use the greater value	Line 4 and Line 5 +	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Subtract	Line 6 from Line 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Specify single value	Child Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Wage Exemption Calculation (to be filled out by employers only)

You can fill out this calculation and make payments via Revenue Online at www.oreg.gov
Debtor:

1. Debtor's gross wages for period covered by this payment \$ _____
2. Total amount required to be withheld by law from amount in line 1 (Federal and state withholding, Social Security, etc.) \$ _____
3. Debtor's disposable wages (Subtract Line 2 from Line 1) \$ _____
4. Normal wage exemption (Enter 75 percent of Line 3) \$ _____
5. Minimum exemption (check one) \$ _____
 - \$218 (payment of wages weekly)
 - \$435 (payment of wages every two weeks)
 - \$471.25 (payment of wages half-monthly)
 - \$942.50 (payment of wages monthly)
 - \$ _____ (Any other period longer than one week, including partial payments for less than full pay period) (Multiply \$218 by number of weeks or fraction of week)
6. Wages exempt from garnishment (Line 4 or 5, whichever is greater) \$ _____
7. Nonexempt wages (Subtract line 6 from line 3) \$ _____
8. Any amount withheld for this pay period pursuant to a support order under support withholding process or another writ with priority \$ _____

9. Wages subject to garnishment (subtract line 8 from line 7) \$ _____

System | Config Transaction Type

Detail		Property	Category	Groups
Transaction Type				
ConfigTransactionTypeID	Name	Description	Deduction Category	
<input checked="" type="checkbox"/>	62	FFCRA - Employee	FFCRA - Employee	
<input type="checkbox"/>	61	FFCRA - Employee	FFCRA Employee	
<input type="checkbox"/>	35	FSREG	FoodService REG	
<input checked="" type="checkbox"/>	103	Formula Withholding	Formula Example	
<input type="checkbox"/>	18	Garnishment	Garnishment	

Add New Cancel

Line	Function	Values	Delete	Add
1	Specify single value	Gross Earnings	<input type="checkbox"/>	<input type="checkbox"/>
2	Add	Federal Tax and Social Security Tax and Medicare Tax and State Tax and City Tax	<input type="checkbox"/>	<input type="checkbox"/>
3	Subtract	Line 2 from Line 1	<input type="checkbox"/>	<input type="checkbox"/>
4	Multiply	Line 3 by 0.7500	<input type="checkbox"/>	<input type="checkbox"/>
5	Specify single value	218.0000	<input type="checkbox"/>	<input type="checkbox"/>
6	Use the greater value	Line 4 and Line 5	<input type="checkbox"/>	<input type="checkbox"/>
7	Subtract	Line 6 from Line 3	<input type="checkbox"/>	<input type="checkbox"/>
8	Specify single value	Child Support	<input type="checkbox"/>	<input type="checkbox"/>
9	Subtract	Line 8 from Line 7	<input type="checkbox"/>	<input type="checkbox"/>



Tiered Deductions



Tiered Deductions

You received a tax levy notice for an employee that requires you to deduct the lesser of two amounts:

- 25% of the employee's disposable earnings or
- Anything over \$217.50 ("all but")

MAXIMUM GARNISHMENT OF DISPOSABLE EARNINGS UNDER NORMAL CIRCUMSTANCES* FOR THE \$7.25 MINIMUM WAGE			
Weekly	Biweekly	Semimonthly	Monthly
\$217.50 or less: NONE	\$435.00 or less: NONE	\$471.25 or less: NONE	\$942.50 or less: NONE
More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50	More than \$435.00 but less than \$580.00: Amount ABOVE \$435.00	More than \$471.25 but less than \$628.33: Amount ABOVE \$471.25	More than \$942.50 but less than \$1256.66: Amount ABOVE \$942.50
\$290.00 or more: MAXIMUM 25%	\$580.00 or more: MAXIMUM 25%	\$628.33 or more: MAXIMUM 25%	\$1256.66 or more: MAXIMUM 25%

* These restrictions do not apply to garnishments for child and/or spousal support, bankruptcy, or actions to recover state or federal taxes.



Tiered Deductions

Admin Tools > Transaction Types

1. Click Add New
2. Enter Name & Description
3. Select Type = Permanent Deduction
4. Select “Is Tiered”
5. Select Deduction Category
6. Update the Branch Permissions
7. Click Save

The screenshot shows the 'System | Config Transaction Type' window. The 'Transaction Type' table lists 'Employee Tiered Deduction' with a 'Tiered' description and 'Garnishment' deduction category. The 'Add New' button is highlighted with a red box. Below the table, the 'Transaction Type Details' section shows the configuration for 'Employee Tiered Deduction'.

Transaction Type Details

Name	Employee Tiered Deduction	
Description	Tiered	
System Name	Employee Tiered Deduction	
Type	Permanent Deduction	
<input checked="" type="checkbox"/> Is Adjustment	<input checked="" type="checkbox"/> Is Permanent	<input type="checkbox"/> Allow Negative
<input type="checkbox"/> Is Transactional	<input type="checkbox"/> Is ER Contribution	<input type="checkbox"/> Apply Reg Rate
<input checked="" type="checkbox"/> Is Tiered	<input type="checkbox"/> Show ER Contribution on Paycheck	<input type="checkbox"/> Is Non-Cash Benefit
<input type="checkbox"/> Allow Web Time Entry	<input type="checkbox"/> Is Healthcare	
<input type="checkbox"/> Is Equipment	<input type="checkbox"/> Allow Multiple Entry	
<input type="checkbox"/> Is Discretionary Bonus	<input type="checkbox"/> Synced To Front Office	
Deduction Category	Garnishment	
Vertex Ded Code		
Vertex Pay Code	Cash	
W2Box		
W2Label		

Shared By

Site	Staffing Supplier	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Eagan	Implementation Release	<input checked="" type="checkbox"/>
San Francisco	Avi Staffing	<input checked="" type="checkbox"/>
Eagan	Avi Staffing	<input checked="" type="checkbox"/>
St. Paul	Avi Staffing	<input checked="" type="checkbox"/>
New York - Archived Off...	Avi Staffing	<input checked="" type="checkbox"/>
Internal Payroll	Avi Staffing	<input checked="" type="checkbox"/>
Internal	Avi Staffing	<input checked="" type="checkbox"/>
Minneapolis	Internal	<input checked="" type="checkbox"/>
Canada Test	Avi Staffing	<input checked="" type="checkbox"/>

Save



Tiered Deductions

Admin Tools > Transaction Types

1. Click Add New
2. Enter Name & Description
3. Select Type = Permanent Deduction
4. Select “Is Tiered”
5. Select Deduction Category
6. Update the Branch Permissions
7. Click Save

The screenshot shows the 'System | Config Transaction Type' window. The 'Transaction Type' table lists 'Employee Tiered Deduction' with ID 59, description 'Tiered', and deduction category 'Garnishment'. The 'Transaction Type Details' section shows the configuration for this type, including the name, description, system name, type (Permanent Deduction), and various checkboxes. The 'Is Tiered' checkbox is highlighted with a red box. The 'Deduction Category' is set to 'Garnishment' and the 'Vertex Pay Code' is 'Cash'. The 'Shared By' section shows a list of sites and staffing suppliers with checkboxes for sharing.

ConfigTransactionTypeID	Name	Description	Deduction Category
59	Employee Tiered Deduction	Tiered	Garnishment

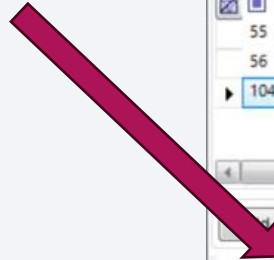
Transaction Type Details		
Name	Employee Tiered Deduction	
Description	Tiered	
System Name	Employee Tiered Deduction	
Type	Permanent Deduction	
<input checked="" type="checkbox"/> Is Adjustment	<input checked="" type="checkbox"/> Is Permanent	<input type="checkbox"/> Allow Negative
<input type="checkbox"/> Is Transaction	<input type="checkbox"/> Is ER Contribution	<input type="checkbox"/> Apply Reg Rate
<input checked="" type="checkbox"/> Is Tiered	<input type="checkbox"/> Show ER Contribution on Paycheck	<input type="checkbox"/> Is Non-Cash Benefit
<input type="checkbox"/> Allow Web Time Entry	<input type="checkbox"/> Is Healthcare	
<input type="checkbox"/> Is Equipment	<input type="checkbox"/> Allow Multiple Entry	
<input type="checkbox"/> Is Discretionary Bonus	<input type="checkbox"/> Synced To Front Office	
Deduction Category	Garnishment	
Vertex Ded Code		
Vertex Pay Code	Cash	
W2Box		
W2Label		

Site	Staffing Supplier	
<input checked="" type="checkbox"/> Eagan	Implementation Release	<input checked="" type="checkbox"/>
San Francisco	Avi Staffing	<input checked="" type="checkbox"/>
Eagan	Avi Staffing	<input checked="" type="checkbox"/>
St. Paul	Avi Staffing	<input checked="" type="checkbox"/>
New York - Archived Off...	Avi Staffing	<input checked="" type="checkbox"/>
Internal Payroll	Avi Staffing	<input checked="" type="checkbox"/>
Internal	Avi Staffing	<input checked="" type="checkbox"/>
Minneapolis	Internal	<input checked="" type="checkbox"/>
Canada Test	Avi Staffing	<input checked="" type="checkbox"/>



Tiered Deductions

Weekly
\$217.50 or less: NONE
More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
\$290.00 or more: MAXIMUM 25%



System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Transaction Type Rate

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Tiered Deductions

Weekly	
1	\$217.50 or less: NONE
	More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
	\$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Detail Tier Formula

Transaction Type Rate

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

*For tiered deductions, use annualized amounts (\$217.50 * 52 pay periods = \$11,310.00)*

Tiered Deductions

Weekly
\$217.50 or less: NONE
2 More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
\$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Transaction Type Rate

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$11,310.00	\$11,310.01	\$15,080.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

Tiered Deductions

Weekly
\$217.50 or less: NONE
2 More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
\$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Transaction Type Rate

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$11,310.00	\$11,310.01	\$15,080.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

Tiered Deductions

Weekly
\$217.50 or less: NONE
2 More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
\$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Transaction Type Rate

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$11,310.00	\$11,310.01	\$15,080.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

Tiered Deductions

Weekly
\$217.50 or less: NONE
More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
3 \$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Transaction Type Rate

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11,310.00	\$11,310.01	\$15,080.00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.00%	\$15,050.01	\$999,999.99
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

Tiered Deductions

Weekly
\$217.50 or less: NONE
More than \$217.50 but less than \$290.00: Amount ABOVE \$217.50
3 \$290.00 or more: MAXIMUM 25%

System | Config Transaction Type

Transaction Type

ConfigTransactionTypeID	Name	Description	Deduction Category
55	401k PreTax	401k PreTax	Retirement
56	IRA PreTax	IRA PreTax	Retirement
104	IRS Tax Levy	IRS Tax Levy	Garnishment

Add New Cancel

Transaction Type Rate

For tiered deductions, use annualized amounts (217.50 * 52 pay periods = 11310.00)

Exemptions	IsFixAmount	IsPercent	IsLevy	Deduction Rate	Lower Limit	Upper Limit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00%	\$0.00	\$11,310.00
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11.3100%	\$11,310.01	\$15,080.00
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.00%	\$15,050.01	\$999,999.99
*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	\$0.00	\$0.00

Setting Up an Employee



Employee Setup - Formula Deductions

Key Callouts:

- Review Sequence
- Start and End Dates
- Setting Limits

The screenshot shows the 'Employee' setup page for 'Allison Avionte2 : xxx-xx-xxxx'. The 'Deduction' tab is active, showing a table with one entry: 'Formula Withholding' with an amount of '\$0.00' and an active status. Below the table are several configuration sections:

- Callout 1:** 'New Deduction' button.
- Callout 2:** 'Deduction' section containing:
 - Deduction Type: Formula Withholding
 - Amount/Percentage: FixedAmount (selected), Percentage
 - Amount: [Empty field]
 - Flag During Payroll: [Checked]
- Callout 3:** 'Sequence' section containing:
 - Sequence: 1
 - Active: [Checked]
 - Deduction Pay Cycle: Weekly
 - Deduction Max %: 50.00%
- Callout 4:** 'Dates' section containing:
 - Start Date: 06/21/2024
 - End Date: [Empty field]
 - Select Agency: [See dropdown]
 - Reference Number: [Empty field]
- Callout 5:** 'Limits' section containing:
 - Apply Limits: [Checked]
 - Pay Period Limit: \$0.00
 - Monthly Limit: \$0.00
 - Yearly Limit: \$0.00
 - Life Time Limit: \$0.00

Employee Setup - Tiered Deductions

Key Callouts:

- Review Sequence
- Start and End Dates
- Setting Limits

The screenshot shows the 'Employee' setup page for 'Zzallison Zzavionte'. The 'Deduction' tab is active, showing a table with two entries: 'Formula Withholding' and 'IRS Tax Levy'. The 'IRS Tax Levy' entry is selected. Below the table is a configuration form for the selected deduction. The form includes fields for 'Deduction Type' (set to 'IRS Tax Levy'), 'Amount/Percentage' (set to 'FixedAmount'), 'Amount', 'Flag During Payroll' (checked), 'Sequence' (set to '1'), 'Active' (checked), 'Deduction Pay Cycle' (set to 'Weekly'), 'Deduction Max %' (set to '50.00%'), 'Dates' (Start Date: '06/21/2020'), 'Select Agency', 'Reference Number', 'Limits' (checked 'Apply Limits'), and 'Pay Period Limit', 'Monthly Limit', 'Yearly Limit', and 'Life Time Limit' (all set to '\$0.00').

Transaction Type	Amount/Pct	Active	Note
Formula Withholding	\$0.00	<input checked="" type="checkbox"/>	
IRS Tax Levy	\$0.00	<input checked="" type="checkbox"/>	

1 New Deduction

2 Deduction Type: IRS Tax Levy
Amount/Percentage: FixedAmount
Amount:
Flag During Payroll:

3 Sequence: 1
Active:
Deduction Pay Cycle: Weekly
Deduction Max %: 50.00%

4 Dates: Start Date: 06/21/2020
End Date:
Select Agency:
Reference Number:

5 Limits: Apply Limits:
Pay Period Limit: \$0.00
Monthly Limit: \$0.00
Yearly Limit: \$0.00
Life Time Limit: \$0.00

Payroll Example

Payroll Search Type: Set User Name Search Criteria: Current Payroll: Payment Batch ID:483

Start Page Home Checks Transactions

Unmask Data New Batch

Supplier

Name	Check Number	Gross Pay	Taxes	Deductions	Net Amount	Date Cleared	Direct Deposit	W2	Branch	Check Delivery	Employer Cont	Selec	View Pa	Edit	Remove
Supplier : Avi Staffing (1 item) Gross Pay \$712.50, Net Amount \$288.44, Taxes \$135.62, Deductions \$288.44, Employer Cont \$0.00															
Zzavionte, Zzallison		\$712.50	\$135.62	\$288.44	\$288.44		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Eagan	Mail to Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summaries for Avi Staffing		\$712.50	\$135.62	\$288.44	\$288.44						\$0.00				
Grand Summaries		\$712.50	\$135.62	\$288.44	\$288.44						\$0.00				

- Tiered Deduction (Sequence 1) = \$144.22
- Formula (Sequence 2) = \$144.22

BillUnit	ItemPay	ItemBill
	\$600.00	\$800.00
	\$112.50	\$125.00
	\$712.50	\$925.00

Deductions	Banks	Accruals	Contributions
Name		Amount	
IRS Tax Levy		\$144.22	
Formula Withholding		\$144.22	
Grand Summaries			\$288.44

Paycheck Tax Info			Additional Info	
Type	Filing Status	Exemptions	Dependents	AddWH
Federal Income Tax	Single or married fil			
FICA	N/A	0		
MEDICARE	N/A	0		
State Income Tax	Single/Married but I	0		



Payroll Example

Payroll Search Type: Set User Name Search Criteria: Current Payroll: Payment Batch ID:483

Start Page Home Checks Transactions Unmask Data New Batch

Supplier: Avi Staffing (1 Item) Gross Pay \$712.50, Net Amount \$144.22, Taxes \$135.62, Deductions \$432.66, Employer Cont \$0.00

Name	Check Number	Gross Pay	Taxes	Deductions	Net Amount	Date Cleared	Direct Deposit	W2	Branch	Check Delivery	Employer Cont	Selec	View Pa	Edit	Remove
Zzavionte, Zzallison		\$712.50	\$135.62	\$432.66	\$144.22		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Eagan	Mail to Employee	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summaries for Avi Staffing

Gross Pay	Taxes	Deductions	Net Amount	Employer Cont
\$712.50	\$135.62	\$432.66	\$144.22	\$0.00

Grand Summaries

Gross Pay	Taxes	Deductions	Net Amount	Employer Cont
\$712.50	\$135.62	\$432.66	\$144.22	\$0.00

BillUnit	ItemPay	ItemBill
0	\$600.00	\$800.00
	\$112.50	\$125.00
	\$712.50	\$925.00

Deductions	Banks	Accruals	Contributions
Name	Amount		
Formula Withholding	\$288.44		
IRS Tax Levy	\$144.22		
Grand Summaries	\$432.66		

Paycheck Tax Info			Additional Info	
Type	Filing Status	Exemptions	Dependents	AddWH
Federal Income Tax	Single or married fill			
FICA	N/A	0		
MEDICARE	N/A	0		
State Income Tax	Single/Married but I	0		

- Formula (Sequence 1) = \$288.44
- Tiered Deduction (Sequence 2) = \$144.22



Accruals



Understanding Accruals

What are accruals? In the HR world, accruals generally refer to time off, sick leave, and vacation time that 'accrues' as an employee works for the organization. However, employers have multiple ways to use accruals in **Avionté's** back office.

Types of Accruals

PTO

Sick Leave

Vacation

Customer Perks



Accrual Disclaimers

- Many Sick and Safe Time laws vary depending on business size. Avionté's sick leave accruals are set to the highest rate.
- All of Avionté's sick leave accruals display fractions of hours as they are earned.
- Avionté's standard sick leave accruals for cities will map to the city listed on the employee's assignment work-site address.
- Avionté's standard sick leave accruals do not automatically apply to employees working in any of the qualified jurisdictions.
- Avionté's standard sick leave accruals do not automatically zero-out an employee's balance after they expire nor do they reinstate hours after an employee is hired.
- Avionté's standard sick leave accruals are based on an accrual, not the front-loading option, where one exists.
- *Information may vary per State. Please consult your local, state, federal laws and/or legal counsel to ensure full compliance*
- Find this list at this link - [Sick Leave \(Accrual\) Overview](#)



Auto-Insert Accrual Plan

1. Navigate to Start Page > Actions Menu > Admin Tools > Category = System
2. Double-click **Config Option**. The System | Config Option window displays.
3. Click the **Config Option By FKName** tab.
4. In the Property column search cell, search for **AfterTimeEntryBatchCloseSP**
5. Click the **ConfigOptionValue** cell to enter a value.
6. Enter "STD_InsertEmployeeAccrual_Sickleave" into the cell.
7. Tab off the field to save the value. When time entry batches are closed, employee accruals will now be added automatically.

The screenshot shows the 'System | Config Option' window with three tabs: 'Config Option By Property', 'Config Option By FKName', and 'Config Option Default Value'. The 'Config Option By FKName' tab is active. The 'Select Option Type' table has the following data:

NodeType	ConfigOptionType	Property	DefaultValue
Employer	EmployerSetting	AfterTimeEntryBatchCloseSP	

The 'AfterTimeEntryBatchCloseSP' cell in the Property column is highlighted with a red box. Below the table, the 'Select Config Option Value' section is visible, containing a table with the following data:

FKName	ConfigOptionValue	Select
New		<input checked="" type="checkbox"/>
New Supplier!	STD_InsertEmployeeAccrual_Sickleave	<input type="checkbox"/>

The 'STD_InsertEmployeeAccrual_Sickleave' cell in the ConfigOptionValue column is highlighted with a red box. A red arrow points from this cell to a red-bordered box containing the text 'STD_InsertEmployeeAccrual_Sickleave'. At the bottom right of the window, there is a button labeled 'Update selected row with default value'.



Customer Worksite Geo Code

Start Page Search Summary **Detail** Actions

Customer Info

Customer Name: Avionte Staffing Software
Department Name: Main
Customer ID: 119

Customer Other

Status: Active
Branch: Eagan

Address

Address Type: Main Address [See All](#)
Country: United States
Street 1: 34 dsmall street
Street 2:
City: Minneapolis
State: MN Zip Code: 55404-
GEO Code: 240530650
Short Name:

Contact Method

Type	Value	Is Prim	DoNotText
*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CustomerAddress

New Address

Address Type	ShortName	GeoCode	State	Zip Code	Street 1
Main Address		240530650	MN	55404	34 dsmall street
Worksite Address		240530650	MN	55404	1270 Eagan Ind...


Address

Address Type: Worksite Address
Country: United States
Street 1: 1270 Eagan Industrial Road
Street 2:
City: Greater Minneapolis-St. Paul Area
State: MN Zip Code: 55404-
Geo Code: 240530650
School District: NO SCHOOL DIST
Short Name:
Attn To:
Sales Tax: MNTaxExempt

Dress Code:
Active:

Direction:

Avionté's standard sick leave accruals for cities will map to the city listed on the employee's assignment work-site address.



Admin Tools - Accrual Plan

The screenshot displays the Avionté Start Page. At the top, there is a search bar with 'Set Name Search' and a search criteria field. The main content area shows the date 'Wednesday, July 17, 2024' and a 'Welcome avi-mig S' message. A red arrow points from the 'Admin Tools' option in the 'Actions' dropdown menu to the 'Admin Tools' shortcut in the 'Shortcuts' section. A red circle with the number '1' is placed near the arrow's tail. The 'Main Menu' on the left lists various functions under 'Front Office' and 'Back Office'. The 'User Info' table at the top right shows user details, and the 'Hot Keys' table at the bottom right lists function keys.

Actions	TypeName	TypeValue
Admin Tools	avi-mig Sup1	
Branch Settings	San Francisco	
Email Profile	Avi Staffing	
GP Calculator	Production	
Hot Keys	MN9570	
Update Counters		
View CounterList		

Keys	Function
F1	Start Page
F2	Employee
F3	Customer
F4	Temp Order
F5	DH Order
F6	Contact
F7	Advanced Search
F9	Quick Place
F11	Switch Branch

Company	Branch
Avi Staffing	Eagan
Avi Staffing	Internal Payroll
Avi Staffing	New York - Archi
Avi Staffing	San Francisco
Avi Staffing	St. Paul
Implementation	Eagan



Admin Tools - Accrual Plan

The screenshot displays the Avionté Admin Tools interface. The main menu on the left includes 'Front Office' (Employee, Customer, Order, Assignment, Agency) and 'Back Office' (Time Entry, Payroll, Billing, Invoice, AR, Paycheck, Weekly Process). The 'Admin Tool Main' window is open, showing a search bar and a list of categories. The 'Employer' category is selected, and the 'Avi Staffing' option is highlighted in the 'Select' list. The user information panel on the right shows the user 'avi-mig.Sup1' with details such as Branch (San Francisco), Supplier (Avi Staffing), and SupportCode (MN9570). The 'Hot Keys' table is also visible, listing functions like Start Page, Employee, and Customer. The current branch settings table shows the selected branch as 'Eagan'.

TypeName	TypeValue
UserName	avi-mig.Sup1
Branch	San Francisco
Supplier	Avi Staffing
Environment	Production
SupportCode	MN9570

Keys	Function
F1	Start Page
F2	Employee
F3	Customer
F4	Temp Order
F5	DH Order
F6	Contact
F7	Advanced Search
F9	Quick Place
F11	Switch Branch

Company	Branch
Avi Staffing	Eagan
Avi Staffing	Internal Payroll
Avi Staffing	New York - Archi
Avi Staffing	San Francisco
Avi Staffing	St. Paul
Implementation	Eagan

MN9570 Production v:24.6.3.0 avi-mig_Sup1 7/17/2024 10:37 AM



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country **4** **Accrual Plan** Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan: Sick Leave_MN Max Accrual Balance: 80.0000

Description: Sick Leave_MN_01012024_30_180 Processing Method: pay_ProcessPayrollCheckAccrual_S

Rate Type: Per Hour Rate: 0.0333 Active:

Unlimited Carryover:

Carryover Limit: 80.0000

Pay Period Limit: 0.0000

Yearly Limit: 48.0000

Yearly Date Type: Anniversary Date Initial Balance: 0.0000

Shared By

Site:

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
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<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
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<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
▶ Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type **Per Hour** Active

Rate Per Hour

Unlimited Carryover Per Pay Period

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

Canada Test

Eagan

Internal

Internal Payroll

New York - Archived Office

▶ San Francisco

St. Paul



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
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<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333 Active

Unlimited Carryover

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
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<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
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- Internal Payroll
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- St. Paul



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
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<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

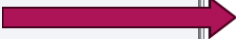
Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul




Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
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<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
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<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
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- St. Paul



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
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<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Active

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail	Branch	User	Wc Code	Bank	Tax	Locality/Country	Accrual Plan	Config Year	Email		
Accrual Plan											
Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan | Accrual Plan Accrue | Accrual Plan Deplete | Locality Configuration

Add New | Cancel | Purge Inactive Balances

Benefit Plan

Accrual Plan: Sick Leave_MN | Max Accrual Balance: 80.0000

Description: Sick Leave_MN_01012024_30_180 | Processing Method: pay_ProcessPayrollCheckAccrual_S

Rate Type: Per Hour | Rate: 0.0333 | Active:

Unlimited Carryover:

Carryover Limit: 80.0000

Pay Period Limit: 0.0000

Yearly Limit: 48.0000


Yearly Date Type: Anniversary Date

Initial Balance: Anniversary Date

Shared By:

Site		
<input checked="" type="checkbox"/> Canada Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Eagan		<input type="checkbox"/>
<input type="checkbox"/> Internal		<input type="checkbox"/>
<input type="checkbox"/> Internal Payroll		<input type="checkbox"/>
<input type="checkbox"/> New York - Archived Office		<input type="checkbox"/>
<input checked="" type="checkbox"/> San Francisco	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> St. Paul		<input type="checkbox"/>

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date


Initial Balance 0.0000

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save




Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

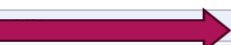
Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave  Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limi	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_3...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000 Shared By

Description Sick Leave Processing Method rollCheckAccrual_SickLeave_Rate Site

Rate Type Per Hour Value

Rate 0.0333

Unlimited Carryover

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

pay_ProcessPayrollCheckAccrual_SickLeave_Rate

pay_ProcessPayrollCheckAccrual_SickLeave_IncludeCarryover

Internal

Internal Payroll

New York - Archived Office

San Francisco

St. Paul

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Active

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Accrual Plan Accrue Tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Accrual Plan

Sick Leave_MN
Sick Leave_MN
Sick Leave_MN
Sick Leave_MN

Transaction Type

DT
OT
Reg
Reg
OT
DT
Salary
Bonus
FSREG
Vacation
PTO

Save



Accrual Plan Accrue Tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Accrual Plan

Sick Leave_MN
Sick Leave_MN
Sick Leave_MN
Sick Leave_MN

Transaction Type

DT
OT
Reg

Reg
OT
DT
Salary
Bonus
FSREG
Vacation
PTO

Save



Accrual Plan Deplete Tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue **Accrual Plan Deplete** Locality Configuration

Accrual Plan Transaction Type

Sick Leave_MN

Reg
OT
DT
Salary
Bonus
FSREG
Vacation
PTO

Save



Accrual Plan Deplete Tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Accrual Plan

Sick Leave_MN

Transaction Type

- Reg
- OT
- DT
- Salary
- Bonus
- FSREG
- Vacation
- PTO

Save



Locality Configuration Button

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limi	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_3...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_Fed Contractor Max Accrual Balance 0.0000

Description Sick Leave_Fed Contractor Processing Method pay_ProcessPayrollCheckAccrual_C

Rate Type Per Hour

Rate 0.03333 Active

Pay Period Limit 0.0000

Yearly Limit 56.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Shared By

Site	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Canada Test	<input type="checkbox"/>
Eagan	<input type="checkbox"/>
Internal	<input type="checkbox"/>
Internal Payroll	<input type="checkbox"/>
New York - Archived Office	<input type="checkbox"/>
▶ San Francisco	<input type="checkbox"/>
St. Paul	<input type="checkbox"/>

Add Locality Configurations

Add Locality Configuration Save



Locality Configuration sub-tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limi	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_3...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
▶ Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accru Locality Configuration Accrual Plan Deplete

Sick Leave Configuration

Sick Leave_MN [Delete](#) [Cancel](#)

State: MN Allow Auto-Insert:

City:

County:

Gap Days: 180 Is Paid Leave:

Days Before First Use:

Maximum Annual Hours Used:

Effective Date: 01/01/2024 Is City Level Plan:

Is County Level Plan:

Save



Locality Configuration sub-tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limi	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_3...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
▶ Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
⚡ Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Sick Leave Configuration

Sick Leave_MN

State:

City:

County:

Gap Days:

Days Before First Use:

Maximum Annual Hours Used:

Effective Date:

Allow Auto-Insert:

Is Paid Leave:

Is City Level Plan:

Is County Level Plan:

[Delete](#) [Cancel](#)



Locality Configuration sub-tab

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limi	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_3...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
▶ Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
⚡ Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Sick Leave Configuration

Sick Leave_MN [Delete](#) [Cancel](#)

State: MN

City:

County:

Gap Days: 180

Days Before First Use:

Maximum Annual Hours Used:

Effective Date: 01/01/2024

Allow Auto-Insert

Is Paid Leave

Is City Level Plan

Is County Level Plan

Save



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Active

Save

Shared By

Site	<input type="checkbox"/>
<input checked="" type="checkbox"/> Canada Test	<input checked="" type="checkbox"/>
<input type="checkbox"/> Eagan	<input type="checkbox"/>
<input type="checkbox"/> Internal	<input type="checkbox"/>
<input type="checkbox"/> Internal Payroll	<input type="checkbox"/>
<input type="checkbox"/> New York - Archived Office	<input type="checkbox"/>
<input checked="" type="checkbox"/> San Francisco	<input type="checkbox"/>
<input type="checkbox"/> St. Paul	<input type="checkbox"/>



Admin Tools - Accrual Plan

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date


Initial Balance 0.0000

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul

Save



Purge Inactive Balances

Find additional information and a step-by-step in Avionté's Knowledge base article titled:

- [Inactive Plan Administration \(Purge Inactive Accrual Balances\)](#)

Inactive Plan Administration supports the ability of **Super Users** to mass purge the accrual balances for inactive employees for a specified duration.

Related Articles for Super User Access & Accrual/Sick Leave Plans.

- [User-Tab-Super-Users](#)
- [Sick Leave \(Accrual\) Overview](#)
- [Accruals Setup - Admin Tools](#)



Purge Inactive Balances

Supplier Administration : Avi Staffing

Detail Branch User Wc Code Bank Tax Locality/Country Accrual Plan Config Year Email

Accrual Plan

Accrual Plan	Rate	Rate Type	Description	Pay Period Limit	Yearly Limit	Balance	Active	Max Accrual Balance	Initial Balance	ShowResults	Allowed Carryover
<input checked="" type="checkbox"/> Sick Leave_F...	0.03333	Per Hour	Sick Leave_Fed Contractor	0.00	56.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_Bloomington_07012023_...	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	Unlimited
<input type="checkbox"/> Customer Ac...	0.048	Per Hour	Customer Accrual Plan	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	Full	Unlimited
<input type="checkbox"/> IL Paid Leave	0.025	Per Hour	Sick Leave_IL_01012024_30_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	Unlimited
<input checked="" type="checkbox"/> Sick Leave_...	0.03333	Per Hour	Sick Leave_MN_01012024_30_180	0.00	48.00	0.00	<input type="checkbox"/>	80.00	0.00	Full	80
<input type="checkbox"/> Chicago Paid...	0.0286	Per Hour	Sick Leave_IL_Chicago_01012024_0_0_Pai...	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	16
<input type="checkbox"/> Cook County...	0.025	Per Hour	Sick Leave_14031_12312023_40_365	0.00	40.00	0.00	<input type="checkbox"/>	0.00	0.00	Full	40

Accrual Plan Accrual Plan Accrue Accrual Plan Deplete Locality Configuration

Add New Cancel

Purge Inactive Balances

Benefit Plan

Accrual Plan Sick Leave_MN Max Accrual Balance 80.0000

Description Sick Leave_MN_01012024_30_180 Processing Method pay_ProcessPayrollCheckAccrual_S

Rate Type Per Hour

Rate 0.0333

Unlimited Carryover Active

Carryover Limit 80.0000

Pay Period Limit 0.0000

Yearly Limit 48.0000

Yearly Date Type Anniversary Date

Initial Balance 0.0000

Save

Shared By

Site

- Canada Test
- Eagan
- Internal
- Internal Payroll
- New York - Archived Office
- San Francisco
- St. Paul



Purge Inactive Balances

Inactive Plan Administration

Employee Selection

Employee Name	Balance	Last Pay Date	Select
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Cook, David	13.00	03/14/2019	<input checked="" type="checkbox"/>
<input type="checkbox"/> zzWeekly, zzBi	0.50	11/11/2016	<input type="checkbox"/>
<input type="checkbox"/> Gump, Forrest	1.00	08/22/2017	<input type="checkbox"/>
<input type="checkbox"/> Greyzz, zzMeredith	13.18	08/24/2018	<input type="checkbox"/>
<input type="checkbox"/> Fenmore, Lauren	0.07	08/24/2018	<input type="checkbox"/>
<input type="checkbox"/> Plant, Robert	8.93	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Peach, Penelopie	1.80	04/28/2017	<input checked="" type="checkbox"/>
<input type="checkbox"/> Page, Jimmy	2.57	06/12/2020	<input type="checkbox"/>
<input type="checkbox"/> Ross, Mike	9.60	02/07/2018	<input type="checkbox"/>
<input type="checkbox"/> Janston, Claire	1.33	08/04/2017	<input type="checkbox"/>
<input type="checkbox"/> Crispin, Joe	3.13	07/20/2018	<input type="checkbox"/>
<input type="checkbox"/> Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
<input type="checkbox"/> Fischer, Erik	2.83	03/21/2019	<input type="checkbox"/>
<input type="checkbox"/> Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
<input type="checkbox"/> Rocket, Johnny	2.73	05/01/2020	<input type="checkbox"/>
<input type="checkbox"/> Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
<input type="checkbox"/> Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
<input type="checkbox"/> Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
<input type="checkbox"/> Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
<input type="checkbox"/> Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
<input type="checkbox"/> Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
<input type="checkbox"/> Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
<input type="checkbox"/> Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
<input type="checkbox"/> Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
<input type="checkbox"/> Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
<input type="checkbox"/> Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
<input type="checkbox"/> Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Load Employees

Process Accrual Purge

Accrual Purge History

User Name	Accrual Plan	Minimum Last Pay D	Maximum Last Pay D	Date Purge	Export
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Purge Inactive Balances

Inactive Plan Administration

Employee Selection

Employee Name	Balance	Last Pay Date	Select
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Cook, David	13.00	03/14/2019	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> zzWeekly, zzBi	0.50	11/11/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gump, Forrest	1.00	08/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greyzz, zzMeredith	13.18	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fenmore, Lauren	0.07	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Plant, Robert	8.93	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Peach, Penelopie	1.80	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Page, Jimmy	2.57	06/12/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ross, Mike	9.60	02/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Janston, Claire	1.33	08/04/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Crispin, Joe	3.13	07/20/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fischer, Erik	2.83	03/21/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Rocket, Johnny	2.73	05/01/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Accrual Purge History

User Name	Accrual Plan	Minimum Last Pay D	Maximum Last Pay D	Date Purge	Export
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Purge Inactive Balances

Inactive Plan Administration

Employee Selection

Employee Name	Balance	Last Pay Date	Select
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Cook, David	13.00	03/14/2019	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> zzWeekly, zzBi	0.50	11/11/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gump, Forrest	1.00	08/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greyzz, zzMeredith	13.18	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fenmore, Lauren	0.07	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Plant, Robert	8.93	04/28/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Peach, Penelopie	1.80	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Page, Jimmy	2.57	06/12/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ross, Mike	9.60	02/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Janston, Claire	1.33	08/04/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Crispin, Joe	3.13	07/20/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fischer, Erik	2.83	03/21/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Rocket, Johnny	2.73	05/01/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Load Employees

Process Accrual Purge

Accrual Purge History

User Name	Accrual Plan	Minimum Last Pay D	Maximum Last Pay D	Date Purge	Export
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Purge Inactive Balances

Inactive Plan Administration

Employee Selection

Employee Name	Balance	Last Pay Date	Select
<input checked="" type="checkbox"/> Cook, David	13.00	03/14/2019	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> zzWeekly, zzBi	0.50	11/11/2016	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gump, Forrest	1.00	08/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greyzz, zzMeredith	13.18	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fenmore, Lauren	0.07	08/24/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Plant, Robert	8.93	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Peach, Penelopie	1.80	04/28/2017	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Page, Jimmy	2.57	06/12/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ross, Mike	9.60	02/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Janston, Claire	1.33	08/04/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Crispin, Joe	3.13	07/20/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fischer, Erik	2.83	03/21/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Rocket, Johnny	2.73	05/01/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/> Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
<input checked="" type="checkbox"/> Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
<input checked="" type="checkbox"/> Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
<input checked="" type="checkbox"/> Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Load Employees

Process Accrual Purge

Accrual Purge History

Employee Name	Minimum Last Pay D	Maximum Last Pay D	Date Purge	Export
---------------	--------------------	--------------------	------------	--------

Confirm

Are you sure you want to inactivate and purge the accrual balances for the selected employees?

OK Cancel



Purge Inactive Balances

The screenshot displays the 'Inactive Plan Administration' interface. On the left, an 'Employee Selection' table lists employees with their balances and last pay dates. On the right, the 'PTO' section allows for configuring the 'Last Pay Date Between' range and includes a 'Process Accrual Purge' button. A 'Purge Accrual Balances' dialog box is overlaid in the center, displaying the message 'Accrual Balance Purge Complete!' and an 'OK' button. Below the dialog, an 'Accrual Purge History' table shows a single entry for David Cook.

Employee Name	Balance	Last Pay Date	Select
Cook, David	13.00	03/14/2019	<input type="checkbox"/>
zzWeekly, zzBi	0.50	11/11/2016	<input type="checkbox"/>
Gump, Forrest	1.00	08/22/2017	<input type="checkbox"/>
Greyzz, zzMeredith	13.18	08/24/2018	<input type="checkbox"/>
Fenmore, Lauren	0.07	08/24/2018	<input type="checkbox"/>
Page, Jimmy	2.57	06/12/2020	<input type="checkbox"/>
Ross, Mike	9.60	02/07/2018	<input type="checkbox"/>
Janston, Claire	1.33	08/04/2017	<input type="checkbox"/>
Crispin, Joe	3.13	07/20/2018	<input type="checkbox"/>
Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
Fischer, Erik	2.83	03/21/2019	<input type="checkbox"/>
Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
Rocket, Johnny	2.73	05/01/2020	<input type="checkbox"/>
Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>
Abbott, Jill	20.92	01/09/2020	<input type="checkbox"/>
Adante, Bob	10.00	04/05/2018	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Buttons: Load Employees, Process Accrual Purge

Purge Accrual Balances

Accrual Balance Purge Complete!

OK

Accrual Purge History

Employee Name	Minimum Last Pay	Maximum Last Pay	Date Purge	Export Li
Cook, David	11/01/2016	07/04/2023	07/04/2024	



Purge Inactive Balances

Inactive Plan Administration

Employee Selection

Employee Name	Balance	Last Pay Date	Select
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Greene, Alexa	1.96	05/29/2018	<input type="checkbox"/>
Fischer, Erik	2.83	03/21/2019	<input type="checkbox"/>
Greene, Philip	8.00	12/22/2017	<input type="checkbox"/>
Rocket, Johnny	2.73	05/01/2020	<input type="checkbox"/>
Hamilton, Alexander	1.60	03/02/2018	<input type="checkbox"/>
Dawson, John	5.16	01/18/2019	<input type="checkbox"/>
Case, Lauren	1.57	10/13/2017	<input type="checkbox"/>
Berg, Liz	1.50	09/07/2018	<input type="checkbox"/>
Greene, Bill	4.33	03/06/2020	<input type="checkbox"/>
Montana, Joe	1.33	12/01/2017	<input type="checkbox"/>
Garlow, Gary	1.33	12/01/2017	<input type="checkbox"/>
Brady, Tom	1.33	01/18/2019	<input type="checkbox"/>
Young, Andre	2.00	01/15/2021	<input type="checkbox"/>
Mercer, Matt	1.33	12/01/2017	<input type="checkbox"/>
Adams, John Danger	24.00	12/22/2017	<input type="checkbox"/>
Forrester, Jacob	1.33	05/01/2020	<input type="checkbox"/>
Abbott, Jill	20.92	01/09/2020	<input type="checkbox"/>
Adante, Bob	10.00	04/05/2018	<input type="checkbox"/>
Lee, Charlie	25.69	10/10/2019	<input type="checkbox"/>
Ranger, Walker Texas	37.83	10/10/2019	<input type="checkbox"/>
Bob, Billy	13.40	01/18/2019	<input type="checkbox"/>
Bear, Yogi	11.33	05/07/2018	<input type="checkbox"/>
Curran, Jenny	1.33	03/02/2018	<input type="checkbox"/>
Bieker, Laurie	-0.50	05/17/2018	<input type="checkbox"/>
Smith, Charlie	11.40	09/18/2019	<input type="checkbox"/>
Beach, Lucy	-6.93	07/13/2018	<input type="checkbox"/>
Boike, Angela	10.60	08/24/2018	<input type="checkbox"/>

PTO

Last Pay Date Between

Minimum Date: Tuesday, November 1, 2016

Maximum Date: Tuesday, July 4, 2023

Load Employees

Process Accrual Purge

Accrual Purge History

User Name	Accrual Plan	Minimum Last Pay	Maximum Last Pay	Date Purge	Export Li
avi-training...	PTO	11/01/2016	07/04/2023	07/04/2024	

Export Purge List



Employee Accrual Set Up

AVIONTÉ Employee Resource Type: Set All Search Type: Set Name Search Criteria: Current Employee: Jeremy King : xxx-xx-xxxx

Main Menu: Front Office, Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email, Roster, Favorites, Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates, Extra, Payroll, Accrual, Tax, Deduction, Contribution

Start Page Search Summary **Accrual** New Accrual | Actions New Employee

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan: [Dropdown] Max Accrual Balance: 0.0000
 Plan Name: [Text] Active:
 Rate Type: [Dropdown] Balance: 0.0000
 Rate: 0.0000
 Pay Period Limit: 0.0000
 Unlimited Carryover: Customer Name: [Text]
 Carry Over Limit: 0.0000 Amount Used YTD: 0.0000
 Yearly Limit: 0.0000
 Initial Balance: 0.0000
 Start Date: 07/05/2024
 End Date: [Dropdown]
 Yearly Date Type: [Dropdown]
 Yearly Date: 07/05/2024

Contact Method: Type Value
 Dates: Type Date
 Date Entered: 06/07/2018
 Interviewed Date: [Text]
 Users: Type User
 Entered By: product.textus
 Recruiter: [Text]
 Service Rep: [Text]

Message

ActionType	Subject	Message	Date	UserName	Customer	Contact

Message Assignment Tab 1 Tab 2



Employee Accrual Set Up

AVIONTÉ Employee Resource Type: Set All Search Type: Set Name Search Criteria: Current Employee: Jeremy King : xxx-xx-xxxx

Main Menu: Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email, Roster, Favorites), Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates, Extra, Payroll (Accrual), Tax, Deduction, Contribution.

Start Page: Search Summary **Accrual** Actions New Employee

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan: [Dropdown] Max Accrual Balance: 0.0000
 Plan Name: [Text] Active:
 Rate Type: [Dropdown] Balance: 0.0000
 Rate: 0.0000
 Pay Period Limit: 0.0000
 Unlimited Carryover: Customer Name: [Text]
 Carry Over Limit: 0.0000 Amount Used YTD: 0.0000
 Yearly Limit: 0.0000
 Initial Balance: 0.0000
 Start Date: 07/05/2024
 End Date: [Dropdown]
 Yearly Date Type: [Dropdown]
 Yearly Date: 07/05/2024

Message

ActionType	Subject	Message	Date	UserName	Customer	Contact

Contact Method: Type Value
 Dates: Type Date
 Date Entered: 06/07/2018
 Interviewed Date: [Text]
 Users: Type User
 Entered By: product.textus
 Recruiter: [Text]
 Service Rep: [Text]

Message Assignment Tab 1 Tab 2



Employee Accrual Set Up

Employee

Resource Type

Search Type

Search Criteria

Current Employee

Main Menu

- Front Office
 - Employee
 - Customer
 - Call-Em-All
 - Order
 - DH Order
 - Contact
 - Assignment
 - Agency
 - Resume Parser
 - Email
 - Roster
 - Favorites
- Past Jobs
- Message
- Certifications
- Documents
- Requirements
- Criminal History
- Professional Summary
- Employment Category
- Candidate
- Users
- Dates
- Extra
- Payroll
 - Accrual
 - Tax
 - Deduction
 - Contribution

Start Page Search Summary **Accrual**
Actions New Employee

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan

Plan Name

Rate Type

Rate

Pay Period Limit

Unlimited Carryover

Carry Over Limit

Yearly Limit

Initial Balance

Start Date

End Date

Yearly Date Type

Yearly Date

Max Accrual Balance

Active

Balance

Customer Name

Amount Used YTD

Accrual Info

Accrual History

Note

Message

ActionType	Subject	Message	Date	UserName	Customer	Contact

Contact Method

Type	Value

Dates

Type	Date
Date Entered	06/07/2018
Interviewed Date	

Users

Type	User
Entered By	product.textus
Recruiter	
Service Rep	

Message
Assignment

Tab 1
Tab 2



Employee Accrual Set Up

AVIONTÉ Employee Resource Type: Set All Search Type: Set Name Search Criteria: Current Employee: Jeremy King : xxx-xx-xxxx

Main Menu: Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email, Roster, Favorites), Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates, Extra, Payroll (Accrual, Tax, Deduction, Contribution)

Start Page: Search Summary **Accrual** New Accrual | Actions New Employee

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan: [Dropdown] Max Accrual Balance: 0.0000
 Plan Name: [Text] Active:
 Rate Type: [Dropdown] Balance: 0.0000
 Rate: 0.0000
 Pay Period Limit: 0.0000
 Unlimited Carryover: Customer Name: [Text]
 Carry Over Limit: 0.0000 Amount Used YTD: 0.0000
 Yearly Limit: 0.0000
 Initial Balance: 0.0000
 Start Date: 07/05/2024
 End Date: [Dropdown] (highlighted)
 Yearly Date Type: [Dropdown]
 Yearly Date: 07/05/2024

Summary Table:


ActionType	Subject	Message	Date	UserName	Customer	Contact

Contact Method: Type Value
 Dates: Type Date
 Date Entered: 06/07/2018
 Interviewed Date:
 Users: Type User
 Entered By: product.textus
 Recruiter:
 Service Rep:

Message Assignment | Tab 1 Tab 2



Employee Accrual Set Up



Employee

Resource Type Set All
Search Type Set Name
Search Criteria
Current Employee Jeremy King : xxx-xx-xxxx

Main Menu

- Front Office
 - Employee
 - Customer
 - Call-Em-All
 - Order
 - DH Order
 - Contact
 - Assignment
 - Agency
 - Resume Parser
 - Email
 - Roster
 - Favorites
- Past Jobs
- Message
- Certifications
- Documents
- Requirements
- Criminal History
- Professional Summary
- Employment Category
- Candidate
- Users
- Dates
- Extra
- Payroll
 - Accrual
 - Tax
 - Deduction
 - Contribution

Start Page
Search
Summary
Accrual

New Accrual
Actions

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan	<input type="text"/>	Max Accrual Balance	<input type="text" value="0.0000"/>
Plan Name	<input type="text"/>	Active	<input type="checkbox"/>
Rate Type	<input type="text"/>	Balance	<input type="text" value="0.0000"/>
Rate	<input type="text" value="0.0000"/>	Customer Name	<input type="text"/>
Pay Period Limit	<input type="text" value="0.0000"/>	Amount Used YTD	<input type="text" value="0.0000"/>
Unlimited Carryover	<input type="checkbox"/>	Carry Over Limit	<input type="text" value="0.0000"/>
Yearly Limit	<input type="text" value="0.0000"/>	Initial Balance	<input type="text" value="0.0000"/>
Start Date	<input type="text" value="07/05/2024"/>	Yearly Date Type	<input type="text"/>
End Date	<input type="text"/>	Yearly Date	<input type="text" value="07/05/2024"/>

Accrual Info

Accrual History

Note

Contact Method	
Type	Value

Dates	
Type	Date
Date Entered	06/07/2018
Interviewed Date	

Users	
Type	User
Entered By	product.textus
Recruiter	
Service Rep	

Message						
ActionType	Subject	Message	Date	UserName	Customer	Contact

Message
Assignment

Tab 1
Tab 2



Employee Accrual Set Up

AVIONTÉ Employee Resource Type: Set All Search Type: Set Name Search Criteria: Current Employee: Jeremy King : xxx-xx-xxxx

Main Menu: Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Resume Parser, Email, Roster, Favorites), Past Jobs, Message, Certifications, Documents, Requirements, Criminal History, Professional Summary, Employment Category, Candidate, Users, Dates, Extra, Payroll (Accrual, Tax, Deduction, Contribution)

Start Page: Search Summary **Accrual** New Accrual | Actions New Employee

Plan Name	Rate	Balance	Active	Supplier Name	Add

Accrual Plan: [Dropdown] Max Accrual Balance: 0.0000
 Plan Name: [Text] Active:
 Rate Type: [Dropdown] Balance: 0.0000
 Rate: 0.0000
 Pay Period Limit: 0.0000
 Unlimited Carryover:
 Carry Over Limit: 0.0000
 Yearly Limit: 0.0000
 Initial Balance: 0.0000
 Start Date: 07/05/2024
 End Date: [Dropdown]
 Yearly Date Type: [Dropdown]
 Yearly Date: 07/05/2024

Customer Name: [Text]
 Amount Used YTD: 0.0000

Contact Method: Type Value
 Dates: Type Date
 Date Entered: 06/07/2018
 Interviewed Date: [Text]
 Users: Type User
 Entered By: product.textus
 Recruiter: [Text]
 Service Rep: [Text]

Message

ActionType	Subject	Message	Date	UserName	Customer	Contact

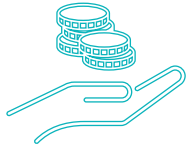
Message Assignment | Tab 1 Tab 2



Check Corrections



Check Correction Methods



RE-ISSUE

If the transactions are correct,
a reissue will be needed



VOID

Removes the transaction
including the net pay,
adjustments, and taxes



REVERSAL

(Refund) Reversing a check
backs out all of the
transaction data

Choose the correction method that is applicable to your situation!



Paycheck Corrections

		\$ is correct	\$ is incorrect
Should I reverse, reissue, or void a check?	Check has been cashed		Reverse
	Check has not been cashed	Reissue	Void



Mass Example Scenarios

Re-issue

- Your Rockstars Recruiters won a fishing trip on Lake Minnetonka – unfortunately they ran aground on the Enchanted Island. You planned on giving out everyone's check that day, but they flew out of your hand and now are fish food.
- What do you need to do?

Void

- Jeremy was just hired to run your payroll, but Jeremy forgot that we actually work on Friday's and under paid everyone on the team by 8 hours. You realized this THANKFULLY BEFORE the ACH file was sent.
- What do you need to do?

Reversal

- You forgot that you originally negotiated a \$1.00 per hour pay raise for Jeremy 3 weeks ago and you still need to honor your employment agreement and fix the mistake.
- What do you need to do?



Check Corrections: Mass Void

- Search Paychecks

1. Main Menu

- Paycheck

2. Search Type

3. Select Column

- Select checks to be voided

The screenshot displays the Avionté Paycheck application interface. The main window is titled "Avionté | Paycheck". The interface includes a "Main Menu" on the left, a "Search" bar at the top, and a table of paychecks. The search criteria are set to "Employee Name". The table lists paychecks with columns for Name, Check Number, Check Date, Amount, Status, Bank Name, and Batch ID. A "Select" column is visible on the right side of the table, with checkboxes for each row. The status of the paychecks varies, including "Reversed", "Voided", "Regular", and "Reissued".

Name	Check Num	Check Date	Net Amount	Status	Bank Name	Batch ID	Select
Webb, David John	10000001	01/02/2020	\$1,200.00	Reversed	Bank of David	300	<input type="checkbox"/>
Ahlfstrom, Sven	10000001	01/23/2020	\$640.00	Voided	Bank of America	306	<input type="checkbox"/>
Baratheon, Joffrey	10000002	01/23/2020	\$760.00	Regular	Bank of America	306	<input type="checkbox"/>
Topper, Alvin	10000002	12/13/2019	\$700.00	Regular	Bank of David	287	<input checked="" type="checkbox"/>
Adams, Steve	10000003	01/23/2020	\$1,660.00	Regular	Bank of David	303	<input checked="" type="checkbox"/>
Fischer, Fiona	10000003	01/23/2020	\$880.00	Reversed	Bank of America	307	<input type="checkbox"/>
Bennet, Mary	10000004	01/23/2020	\$800.00	Regular	Bank of David	303	<input type="checkbox"/>
Jay, Ron	10000004	01/23/2020	\$600.00	Regular	Bank of America	307	<input type="checkbox"/>
Fitzgerald, Francis	10000005	01/23/2020	\$320.00	Regular	Bank of David	303	<input type="checkbox"/>
Adams, Steve	10000005	03/03/2020	\$800.00	Regular	Bank of America	317	<input type="checkbox"/>
Agrawal, Ashima	10000006	03/03/2020	\$1,200.00	Regular	Bank of America	317	<input type="checkbox"/>
Hrbeck, Kevin	10000006	01/23/2020	\$200.00	Reversed	Bank of David	303	<input type="checkbox"/>
Barker, Bob	10000007	03/03/2020	\$700.00	Voided	Bank of America	317	<input type="checkbox"/>
Bennet, Mary	10000007	03/05/2020	\$600.00	Regular	Bank of David	326	<input type="checkbox"/>
Bennet, Mary	10000008	03/03/2020	\$1,000.00	Regular	Bank of America	317	<input type="checkbox"/>
Fitzgerald, Francis	10000008	03/05/2020	\$350.00	Regular	Bank of David	326	<input type="checkbox"/>
Fischer, Fiona	10000009	03/05/2020	\$770.00	Regular	Bank of David	326	<input type="checkbox"/>
Fischer, Fiona	10000009	03/03/2020	\$3,784.00	Voided	Bank of America	317	<input type="checkbox"/>
Frank, Lydia	10000010	03/03/2020	\$3,300.00	Reversed	Bank of America	317	<input type="checkbox"/>
Carney, Shannon	10000010	03/09/2020	\$225.00	Regular	Bank of David	329	<input type="checkbox"/>
Frank, Lydia	10000011	03/19/2020	\$2,000.00	Reissued	Bank of David	333	<input type="checkbox"/>
Hrbeck, Kevin	10000011	03/03/2020	\$200.00	Regular	Bank of America	317	<input type="checkbox"/>
Hrbeck, Kevin	10000012	03/19/2020	\$400.00	Regular	Bank of David	333	<input type="checkbox"/>
Jackson, Nick	10000012	03/03/2020	\$2,080.00	Regular	Bank of America	317	<input type="checkbox"/>
Meyer, Oscar	10000013	03/19/2020	\$400.00	Regular	Bank of David	333	<input type="checkbox"/>
Jay, Ron	10000013	03/03/2020	\$1,698.75	Regular	Bank of America	317	<input type="checkbox"/>
Lannister, Jamie	10000014	03/19/2020	\$480.00	Regular	Bank of David	333	<input type="checkbox"/>
Knotts, Don	10000014	03/03/2020	\$1,984.50	Regular	Bank of America	317	<input type="checkbox"/>
Snow, Jon	10000015	03/19/2020	\$420.00	Reversed	Bank of David	333	<input type="checkbox"/>
Meyer, Oscar	10000015	03/03/2020	\$400.00	Regular	Bank of America	317	<input type="checkbox"/>

Search result found 245 matches.



Check Corrections: Mass Void

- Selected Paychecks
 - 4. Actions Menu
 - Mass Void

The screenshot displays the Avionté Paycheck application interface. The main window title is 'Avionté | Paycheck'. The interface includes a search bar with 'Set Employee Name' as the search criteria and a 'Current Paycheck' dropdown. A left-hand navigation pane shows a 'Main Menu' with categories like 'Front Office' and 'Back Office'. The central area features a table of paychecks with columns for Name, Check Number, Check Date, Gross Amount, Total Deduction, Total Taxes, Net Amount, Status, and Batch ID. A 'Select' column with checkboxes is on the right. The 'Actions' menu in the top right corner is highlighted with a red box, and the 'Mass Void' option is selected. A red circle with the number '4' is placed over the 'Mass Void' button. The bottom status bar shows 'Search result found 244 matches.' and system information like 'MN9570 Production v:24.6.3.0 avi-mia.Suo1 7/10/2024 2:46 PM'.

Name	Check Number	Check Date	Gross Amount	Total Deduction	Total Taxes	Net Amount	Status	Batch ID	Select
Webb, David John	10000001	01/02/2020	\$1,200.00	\$50.00	\$304.38	\$845.62	Reversed	300	<input type="checkbox"/>
Baratheon, Joffrey	10000002	01/23/2020	\$760.00	\$0.00	\$175.96	\$584.04	Regular	306	<input checked="" type="checkbox"/>
Topper, Alvin	10000002	12/13/2019	\$700.00	\$0.00	\$160.42	\$539.58	Regular	287	<input checked="" type="checkbox"/>
Adams, Steve	10000003	01/23/2020	\$1,660.00	\$0.00	\$349.27	\$1,310.73	Regular	303	<input checked="" type="checkbox"/>
Fischer, Fiona	10000003	01/23/2020	\$880.00	\$0.00	\$226.76	\$653.24	Reversed	307	<input type="checkbox"/>
Bennet, Mary	10000004	01/23/2020	\$800.00	\$0.00	\$186.54	\$613.46	Regular	303	<input type="checkbox"/>
Jay, Ron	10000004	01/23/2020	\$600.00	\$0.00	\$123.19	\$476.81	Regular	307	<input type="checkbox"/>
Fitzgerald, Francis	10000005	01/23/2020	\$320.00	\$0.00	\$63.52	\$256.48	Regular	303	<input type="checkbox"/>
Adams, Steve	10000005	03/03/2020	\$800.00	\$0.00	\$166.70	\$633.30	Regular	317	<input type="checkbox"/>
Agrawal, Ashima	10000006	03/03/2020	\$1,200.00	\$0.00	\$291.49	\$908.51	Regular	317	<input type="checkbox"/>
Hrbeck, Kevin	10000006	01/23/2020	\$200.00	\$0.00	\$34.78	\$165.22	Reversed	303	<input type="checkbox"/>
Bennet, Mary	10000007	03/05/2020	\$600.00	\$100.00	\$113.80	\$386.20	Regular	326	<input type="checkbox"/>
Bennet, Mary	10000008	03/03/2020	\$1,000.00	\$100.00	\$219.60	\$680.40	Regular	317	<input type="checkbox"/>
Fitzgerald, Francis	10000008	03/05/2020	\$350.00	\$0.00	\$52.75	\$297.25	Regular	326	<input type="checkbox"/>
Fischer, Fiona	10000009	03/05/2020	\$770.00	\$580.04	\$189.96	\$0.00	Regular	326	<input type="checkbox"/>
Frank, Lydia	10000010	03/03/2020	\$3,300.00	\$1,430.64	\$983.80	\$885.56	Reversed	317	<input type="checkbox"/>
Carney, Shannon	10000010	03/09/2020	\$225.00	\$0.00	\$40.53	\$184.47	Regular	329	<input type="checkbox"/>
Hrbeck, Kevin	10000011	03/03/2020	\$200.00	\$165.22	\$34.78	\$0.00	Regular	317	<input type="checkbox"/>
Hrbeck, Kevin	10000012	03/19/2020	\$400.00	\$0.00	\$83.52	\$316.48	Regular	333	<input type="checkbox"/>
Jackson, Nick	10000012	03/03/2020	\$2,080.00	\$5.00	\$466.34	\$1,608.66	Regular	317	<input type="checkbox"/>
Meyer, Oscar	10000013	03/19/2020	\$400.00	\$0.00	\$64.24	\$335.76	Regular	333	<input type="checkbox"/>
Jay, Ron	10000013	03/03/2020	\$1,698.75	-\$50.00	\$344.22	\$1,404.53	Regular	317	<input type="checkbox"/>
Lannister, Jamie	10000014	03/19/2020	\$480.00	\$0.00	\$103.52	\$376.48	Regular	333	<input type="checkbox"/>
Knotts, Don	10000014	03/03/2020	\$1,984.50	\$0.00	\$390.21	\$1,594.29	Regular	317	<input type="checkbox"/>
Grand Summaries			\$144,700.98	(\$3,550.55)	\$33,118.32	\$115,133.21			



Check Corrections: Mass Reissue or Mass Reversal

- Select Paycheck
 1. Select one by double clicking

The screenshot displays the Avionté Paycheck application interface. The main window shows a table of payroll records with columns for Name, Check Number, Check Date, Gross Amount, Total Deduction, Total Taxes, Net Amount, Status, Bank Name, and Batch ID. A red box highlights the record for 'Olsen, Jeff' (Check Number 10000031, Check Date 03/09/2020, Gross Amount \$816.00, Total Deduction \$0.00, Total Taxes \$187.34, Net Amount \$628.66, Status Regular, Bank Name Bank of America, Batch ID 330). A red circle with the number '1' is placed next to this record, indicating the selection step.

Name	Check Number	Check Date	Gross Amount	Total Deduction	Total Taxes	Net Amount	Status	Bank Name	Batch ID	Select
Frank, Lydia	10000025	03/03/2020	\$800.00	\$0.00	\$186.54	\$613.46	Regular	Bank of America	320	<input type="checkbox"/>
Ahlstrom, Sven	10000026	03/06/2020	\$408.00	\$0.00	\$85.53	\$322.47	Reversed	Bank of America	321	<input type="checkbox"/>
Barker, Bob	10000027	03/06/2020	\$673.75	\$520.60	\$153.15	\$0.00	Regular	Bank of America	321	<input type="checkbox"/>
Knotts, Don	10000028	03/06/2020	\$720.00	\$0.00	\$145.54	\$574.46	Voided	Bank of America	321	<input type="checkbox"/>
Topper, Alvin	10000029	03/06/2020	\$700.00	\$0.00	\$160.09	\$539.91	Regular	Bank of America	321	<input type="checkbox"/>
Bennet, Mary	10000030	03/09/2020	\$585.00	\$475.07	\$109.93	\$0.00	Regular	Bank of America	330	<input type="checkbox"/>
Olsen, Jeff	10000031	03/09/2020	\$816.00	\$0.00	\$187.34	\$628.66	Regular	Bank of America	330	<input type="checkbox"/>
Ahlstrom, Sven	10000032	03/09/2020	\$408.00	\$322.47	\$85.53	\$0.00	Regular	Bank of America	331	<input type="checkbox"/>
Olsen, Jeff	10000033	03/31/2020	\$880.00	\$0.00	\$207.52	\$672.48	Regular	Bank of America	344	<input type="checkbox"/>
Peterson, David	10000034	03/31/2020	\$1,080.00	\$0.00	\$284.13	\$795.87	Reversed	Bank of America	344	<input type="checkbox"/>
Phillips, Putsey	10000035	03/31/2020	\$2,143.20	\$0.00	\$562.15	\$1,581.05	Regular	Bank of America	344	<input type="checkbox"/>
Phrommany, Steffinnie	10000036	03/31/2020	\$630.00	\$0.00	\$141.58	\$488.42	Regular	Bank of America	344	<input type="checkbox"/>
Olsen, Jeff	10000037	04/02/2020	\$480.00	\$0.00	\$95.19	\$384.81	Voided	Bank of America	350	<input type="checkbox"/>
Peterson, David	10000038	04/02/2020	\$1,036.00	\$767.91	\$268.09	\$0.00	Regular	Bank of America	350	<input type="checkbox"/>
Raven, Andrea	10000039	04/02/2020	\$600.00	\$0.00	\$133.64	\$466.36	Regular	Bank of America	350	<input type="checkbox"/>
Fischer, Fiona	10000040	04/02/2020	\$880.00	\$0.00	\$226.76	\$653.24	Reversed	Bank of America	351	<input type="checkbox"/>
Fischer, Fiona	10000041	04/02/2020	\$902.00	\$653.24	\$235.61	\$13.15	Regular	Bank of America	354	<input type="checkbox"/>
Albert, Eddie	10000042	06/18/2020	\$480.00	\$0.00	\$103.52	\$376.48	Voided	Bank of America	375	<input type="checkbox"/>
Anderson, Jenny	10000043	06/18/2020	\$570.00	\$0.00	\$106.19	\$463.81	Regular	Bank of America	375	<input type="checkbox"/>
Smith, Jessie	10000044	06/18/2020	\$480.00	\$115.00	\$58.49	\$306.51	Reversed	Bank of America	375	<input type="checkbox"/>
Adams, Steve	10000046	09/04/2020	\$950.00	\$0.00	\$206.38	\$743.62	Regular	Bank of America	399	<input type="checkbox"/>
Johnson, Larry	10000047	09/04/2020	\$1,600.00	\$0.00	\$489.67	\$1,110.33	Regular	Bank of America	399	<input type="checkbox"/>
Miller, John	10000048	09/04/2020	\$600.00	\$40.48	\$123.44	\$436.08	Regular	Bank of America	399	<input type="checkbox"/>
O'Neal, Shaquille	10000049	09/04/2020	\$880.00	\$0.00	\$187.86	\$692.14	Regular	Bank of America	399	<input type="checkbox"/>

Grand Summaries: \$144,700.98 (\$3,550.55) \$33,118.32 \$115,133.21

Search result found 244 matches.



Check Corrections: Mass Reissue or Mass Reversal

- Actions Menu
 2. Select Reverse Paychecks or Reissue Paychecks

The screenshot displays the Avionté Paycheck application interface. The main window title is "Avionté | Paycheck". The search bar shows "Set Employee Name" and "Current Paycheck" with "Check Number :10000031". The left sidebar contains a "Main Menu" with categories like "Front Office" (Employee, Customer, Order, Assignment, Agency) and "Back Office" (Time Entry, Payroll, Billing, Invoice, AR). The central area shows a "Paycheck Summary" for check number 10000031, dated Mar 9 2020 12:00AM, with a total amount of \$816.00. Below the summary is a "Paycheck Transaction" table with columns: PayeeName, SSN, BillToName, DepartmentName, SiteName, WeekWorked, and TotalPay. The table contains one entry for "Olsen, Jeff" with a total pay of \$816.00. On the right side, an "Actions" menu is open, listing options: "Email Check Stub", "Log Message", "Reissue Paychecks", "Reverse Paychecks", "View Employee", "View Pay Stub", "View Transaction", and "Void Paycheck". A red circle with the number "2" highlights the "Reissue Paychecks" option.

PayeeName	SSN	BillToName	DepartmentName	SiteName	WeekWorked	TotalPay
Olsen, Jeff	--Masked--	AMtec Industries	Main	San Francisco	08/18/2019	\$816.00



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up

Avionté Paycheck

Search Type: Set Employee Name | Search Criteria: | Current Paycheck: Check Number :10000031

Main Menu: Front Office (Employee, Customer, Order, Assignment), Back Office (Time Entry, Payroll, Billing, Invoice, AR), Search (Summary, Message, Transactions)

Paycheck Summary

Check Date	Mar 9 2020 12:00AM
Check Number	10000031
Status	Regular
Check Amount	\$628.66
Total Taxes	\$187.34
Total Deductions	\$0.00
Gross Amount	\$816.00
Check Delivery	Mail to Employee
Is Direct Deposit	0
Date Cleared	

PayeeName: Olsen, Jeff | SSN: --Masked-- | Bill To: AMtec Indust

Reversal Paycheck

Reverse Checks

Batch Description: | Accounting Period: 07/14/2024 | Check Date: 7/10/2024 | Run Type: Check Reverse | Bank: BotA

Generate Original Pay Units: | Apply State Minimum Wage:

Enter Check Number

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

Cancel | Finish

Main Menu | Paycheck Transaction | Paycheck Message | Tab 1 | Tab 2

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Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Accounting Period

The screenshot displays the Avionté Paycheck application interface. A 'Reversal Paycheck' dialog box is open, showing the 'Reverse Checks' section. The 'Accounting Period' dropdown menu is highlighted with a red box and set to '07/14/2024'. The 'Check Date' is set to '7/10/2024' and the 'Bank' is 'BoFA'. Below this, there is a table for 'Enter Check Number' with columns for CheckNumber, Check Date, GrossAmount, NetAmount, PayeeName, and Reason. The table lists several checks, with the last one (10000038) dated 04/02/2020 and amount \$1,036.00 highlighted. The background shows a 'Paycheck Summary' for check number 10000031 dated Mar 9 2020, with a check amount of \$628.66 and a gross amount of \$816.00. The interface also includes a 'Main Menu' on the left and a 'Tax' table on the right.

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

TaxName	Amount
CA EMPLOYE	\$0.82
CA SUI ER	\$50.59
CA WH	\$23.45
CALIFORNIA S	\$8.16
Federal Incom	\$85.35
FICA EE	\$50.59
FICA ER	\$50.59
FUTA ER	\$4.90



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Check date

The screenshot displays the Avionté Paycheck application interface. A 'Reversal Paycheck' dialog box is open, showing the following details:

- Batch Description: [Empty]
- Accounting Period: 07/14/2024
- Check Date: 7/10/2024 (highlighted with a red box)
- Run Type: Check Reverse
- Description: [Empty]
- Buttons: Generate Original Pay Units, Apply State Minimum Wage

The background shows a 'Paycheck Summary' for check number 10000031, dated 03/09/2020, with a check amount of \$628.66 and a gross amount of \$816.00. The payee is Olsen, Jeff.

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Run Type

The screenshot displays the Avionté Paycheck interface. A 'Reversal Paycheck' dialog box is open, showing the 'Reverse Checks' section. The 'Run Type' dropdown menu is highlighted with a red box and set to 'Check Reverse'. Other fields in the dialog include 'Batch Description', 'Accounting Period' (07/14/2024), 'Check Date' (7/10/2024), and 'Bank' (BoFA). Below the dialog, a table lists check details:

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

The background shows a 'Paycheck Summary' for check number 10000031, dated Mar 9 2020 12:00AM. The summary includes fields for Check Amount (\$628.66), Total Taxes (\$187.34), Total Deductions (\$0.00), Gross Amount (\$816.00), and Check Delivery (Mail to Employee).



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Bank

The screenshot shows the Avionté Paycheck interface. A 'Reversal Paycheck' dialog box is open, displaying the following information:

Paycheck Summary

Check Date	Mar 9 2020 12:00AM
Check Number	10000031
Status	Regular
Check Amount	\$628.66
Total Taxes	\$187.34
Total Deductions	\$0.00
Gross Amount	\$816.00
Check Delivery	Mail to Employee
Is Direct Deposit	0
Date Cleared	

Reverse Checks

Batch Description: [Empty]
Accounting Period: 07/14/2024
Run Type: Check Reverse
Check Date: 7/10/2024
Bank: [Bank] (highlighted in red)
BoTA: [Empty]

Generate Original Pay Units: Apply State Minimum Wage:

Enter Check Number

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

PayeeName: Olsen, Jeff | SSN: --Masked-- | BillTo: AMtec Industri

Buttons: Cancel, Finish

Footer: MN9570 Production v:24.6.3.0 avi-mig-Sup1 7/10/2024 2:52 PM



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Description

The screenshot displays the Avionté Paycheck software interface. A 'Reversal Paycheck' dialog box is open, featuring a 'Description' field with the text 'It was NOT Jeremy's fault'. The dialog also includes fields for 'Batch Description', 'Accounting Period' (07/14/2024), 'Check Date' (7/10/2024), 'Run Type' (Check Reverse), and 'Bank' (BoFA). Below these fields is a table titled 'Enter Check Number' with columns for CheckNumber, Check Date, GrossAmount, NetAmount, PayeeName, and Reason. The table lists several checks, with the last one (10000038) highlighted. The background shows a 'Paycheck Summary' table with details for check 10000031, including a check amount of \$628.66 and a gross amount of \$816.00. The interface also includes a 'Main Menu' on the left and a 'Tax' table on the right.

Check Number	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

PayeeName	SSN	BillTo
Olsen, Jeff	--Masked--	AMtec Industri

TaxName	Amount
CA EMPLOYE	\$0.82
CA SUI ER	\$50.59
CA WH	\$23.45
CALIFORNIA S	\$8.16
Federal Incom	\$85.35
FICA EE	\$50.59
FICA ER	\$50.59
FUTA ER	\$4.90



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Generate Original Pay Units

The screenshot displays the Avionté Paycheck software interface. The main window shows a 'Paycheck Summary' for check number 10000031, dated Mar 9 2020 12:00AM, with a check amount of \$628.66 and a gross amount of \$816.00. A 'Reversal Paycheck' dialog box is open, showing 'Reverse Checks' with a 'Batch Description' of 'Check Reverse' and a 'Check Date' of 7/10/2024. The 'Generate Original Pay Units' checkbox is highlighted with a red box. Below the dialog, a table lists several checks, including the one being reversed (10000038) on 04/02/2020 with a gross amount of \$1,036.00 and a net amount of \$0.00.

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Add additional Check Numbers in the Check Number Column

The screenshot shows the Avionté Paycheck application interface. A 'Reversal Paycheck' dialog box is open, featuring a 'Reverse Checks' section with a table titled 'Enter Check Number'. The table contains the following data:

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	

The '10000038' row is highlighted with a red box. The dialog also includes a 'Paycheck Summary' on the left and a 'Tax' table on the right.

Tax Table:

TaxName	Amount
CA EMPLOYE	\$0.82
CA SUI ER	\$50.59
CA WH	\$23.45
CALIFORNIA S	\$8.16
Federal Incom	\$85.35
FICA EE	\$50.59
FICA ER	\$50.59
FUTA ER	\$4.90

Deduction Table:

Name	Amount
------	--------

Bank Table:

Name	Amount	Account No
------	--------	------------



Check Corrections: Mass Reissue or Mass Reversal

- Correction Pop Up
 - Select Finish

Avionté Paycheck

Search Type: Set Employee Name | Search Criteria: | Current Paycheck: Check Number :10000031

Main Menu: Front Office (Employee, Customer, Order, Assignment, Agency), Back Office (Time Entry, Payroll, Billing, Invoice, AR), Search (Summary, Message, Transactions)

Paycheck Summary:

Check Date	Mar 9 2020 12:00AM
Check Number	10000031
Status	Regular
Check Amount	\$628.66
Total Taxes	\$187.34
Total Deductions	\$0.00
Gross Amount	\$816.00
Check Delivery	Mail to Employee
Is Direct Deposit	0
Date Cleared	

Reversal Paycheck

Reverse Checks

Batch Description: | Accounting Period: 07/14/2024 | Check Date: 7/10/2024 | Run Type: Check Reverse | Bank: BotA

Generate Original Pay Units: | Apply State Minimum Wage:

Enter Check Number

CheckNumber	Check Date	GrossAmount	NetAmount	PayeeName	Reason
10000031	03/09/2020	\$816.00	\$628.66	Olsen, Jeff	
10000033	03/31/2020	\$880.00	\$672.48	Olsen, Jeff	
10000036	03/31/2020	\$630.00	\$488.42	Phrommany, Steffin...	
10000035	03/31/2020	\$2,143.20	\$1,581.05	Phillips, Putsey	
* 10000038	04/02/2020	\$1,036.00	\$0.00	Peterson, David	
*					

PayeeName: Olsen, Jeff | SSN: --Masked-- | BillTo: AMtec Industri

Buttons: Cancel, Finish

Footer: MN9570 Production v:24.6.3.0 avi-mig-Sup1 7/10/2024 2:52 PM



Links

[Deductions FAQ](#)

[Deduction Regulations FAQs](#)

[Transaction Type - Tiered Transactions](#)

[Transaction Type - Formula Deductions](#)

[Sick Leave \(Accrual\) Overview](#)

[Inactive Plan Administration \(Purge Inactive Accrual Balances\)](#)

[User-Tab-Super-Users](#)

[Sick Leave \(Accrual\) Overview](#)

[Accruals Setup - Admin Tools](#)

[Check Corrections Guide](#)



Questions & Answers

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