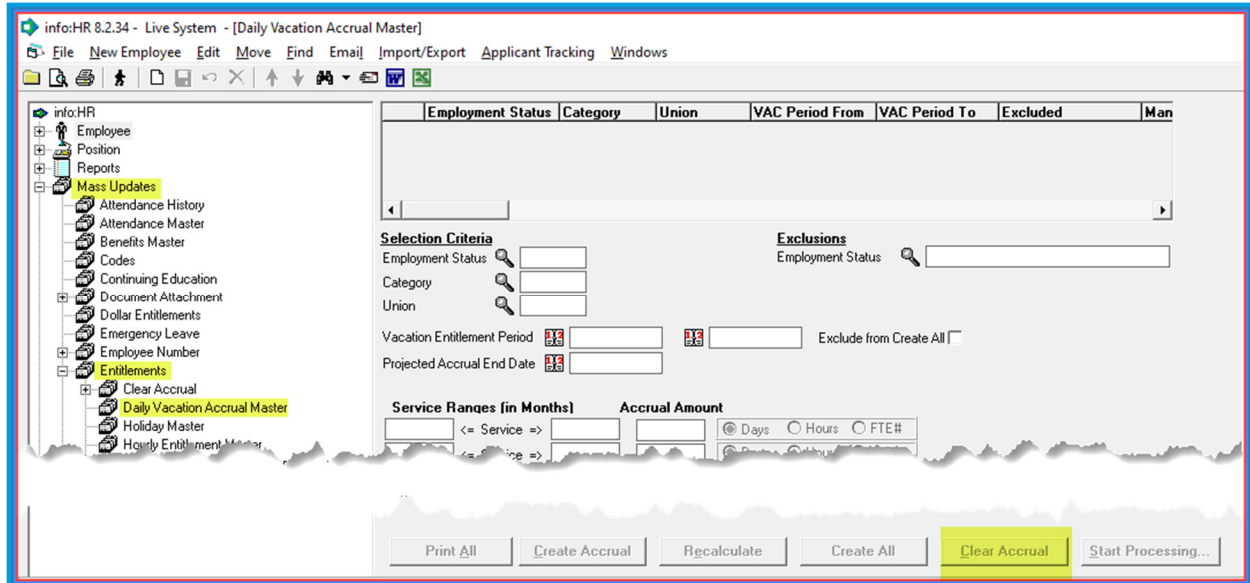


info:HR Daily Vacation Year End Procedure

First, clear the daily accrual file for all daily vacation rules.

- Go to the **Mass Updates** ▶ **Entitlements** ▶ **Daily Vacation Accrual Master** screen.
- Click the **Clear Accrual** button.
 - At the prompt select the **ALL Accrual Files** button unless you want to clear only the highlighted vacation rule.



info:HR Daily Vacation Year End Procedure

Next, prepare the rules for the upcoming vacation year.

The screenshot shows the 'info:HR - [Daily Vacation Accrual Master]' application. The interface includes a menu bar with options like 'File', 'New Employee', 'Edit', 'Move', 'Find', 'Import/Export', 'Applicant Tracking', and 'Windows'. A tree view on the left lists various HR functions, with 'Daily Vacation Accrual Master' selected. The main area displays a table of rules with columns for 'Employment Status', 'Category', 'Union', 'VAC Period From', 'VAC Period To', and 'Excluded'. Below the table, there are 'Selection Criteria' and 'Exclusions' sections with search fields. At the bottom, there is a 'Service Ranges (in Months)' table and an 'Accrual Amount' table, along with buttons for 'Print All', 'Create Accrual', 'Recalculate', 'Create All', 'Clear Accrual', and 'Start Processing...'.

Employment Status	Category	Union	VAC Period From	VAC Period To	Excluded
PERG			1/1/2019	12/31/2019	N
PERM	FT	CU	1/1/2019	12/31/2019	N
TST	FT	NU	1/1/2018	12/31/2018	N
PERM	FT	NU	1/1/2019	12/31/2019	N
PERM	FT	ONA	1/1/2018	12/31/2018	N

Service Ranges (in Months)	Accrual Amount
0	59.99
60	119.99
120	179.99
180	267.99
288	999.99

- Change Dates Ranges on all rules and save each rule.
- Click on either the **Create Accrual** button to create the daily accrual file entries for the selected rule or the **Create All** button to create the daily accrual file entries for all rules.
- If a mistake is made, click on the **Clear Accrual** button, correct the error and click on the **Create Accrual** button.
- Once the Accrual file is created, click on the **Start Processing...** button. This may take a while, so be patient until you see the completion message.