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Preparation for Entitlements Year End Procedure

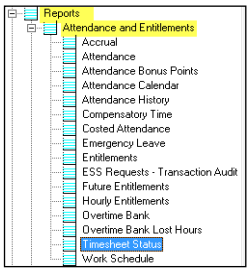
Note: The examples in this manual show a rollover from 2016 to 2017.

Timesheet Clients

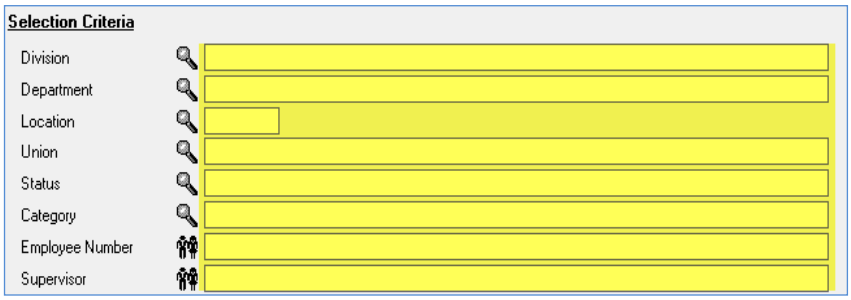
If you use the **Online Timesheet Module** it is *recommended* a ***Timesheet Status Report*** is run prior to beginning the **Year End Procedure**.

1. Select:

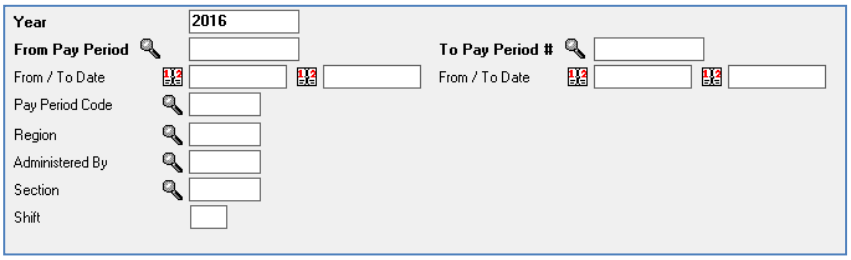
   Reports ➧ ***Attendance and Entitlements*** ➧ ***Timesheet Status***



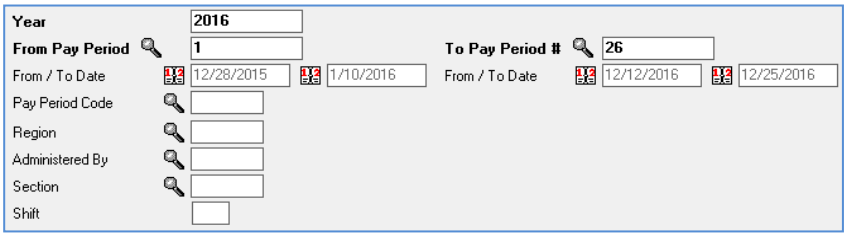
2. Select your Organization Criteria:



3. Select the pay periods.



4. Notice when Pay Periods are selected info:HR automatically populates the date range.



5. Select the Timesheet Status criteria to be reviewed.

Note: The report will change depending on the status selected. It is *recommended* to uncheck the ***Show Timesheet Not Entered.*** If checked, this will place a value in each cell of the report, making it more difficult to see entries.

The report will open in Excel and will look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date:	12/20/2016	HR Systems Strategies Inc.										
2	Time:	8:39:31	Timesheet Status Report										
3													
4	Employee Number / Name		2016/1	2016/2	2016/3	2016/4	2016/5	2016/6	2016/7	2016/8	2016/9	2016/10	2016/11
5	221026	Abbott, John	Saved	Saved	Saved	Not entered	Not entered	Not entered	Not entered	Not entered	Not entered	Not entered	Saved
6	221028	Abel, Alex	Submitted	Rejected					Saved	Saved	Not entered	Not entered	Not entered

6. Ensure that there are no **Unapproved** Timesheet Records prior to beginning the **Year End Procedure**. Save the report in a Year End File *(Recommended).*
7. Depending on how you have your Timesheets set up you may need to run the report again with only ***Show Timesheets Not Entered*** as the only item checked. This option will show all employees who have not entered a timesheet.

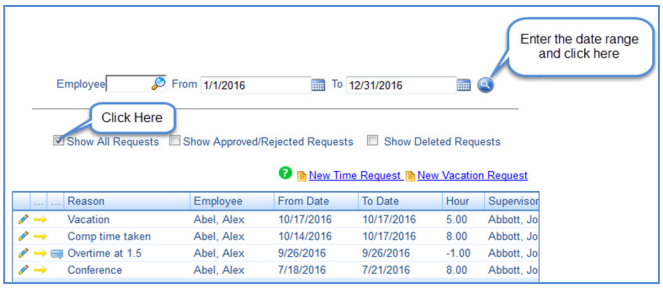
NOTE: The ***Timesheet Status*** report may be run numerous times to verify the data. When you are satisfied the data is correct and saved in the desired format you are ready to begin the **Year End Procedure**.

ESS Clients

If you use the **ESS Module** it is *recommended* to confirm that all vacation and time off requests are approved prior to beginning the ***Year End Procedure***. To do this, you will need to:

1. Log into ESS – Vacation/Time Request Approval option.

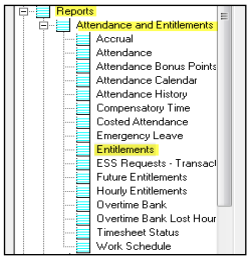
2. Enter the date range and click **Show all Requests**.



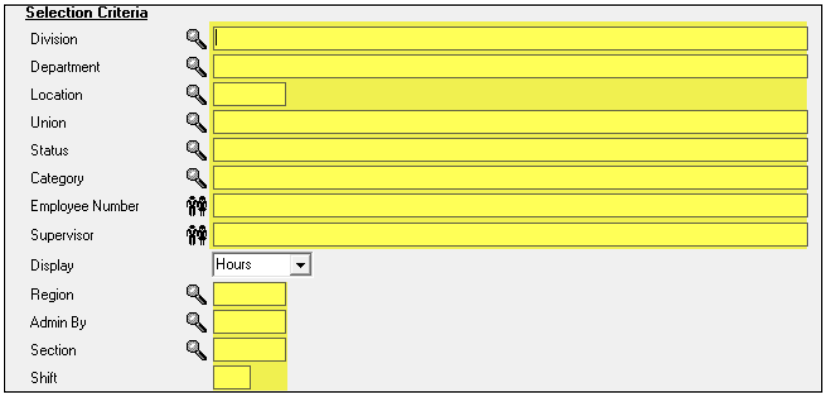
3. Vacation or Time Requests that appear in the list need to be approved or rejected before proceeding with the year end.

Attendance

1. Ensure that all attendance/absenteeism data has been entered into info:HR. If you use ESS or Online Timesheets ensure all approvals have been completed.
2. **Optional Step**: *(Recommended)* Run an ***Entitlements Report*** in info:HR. The ***Entitlements Report*** can be saved in Rich Text Format and named Year End Entitlements 20xx (where xx is the year being wrapped up) and stored for future reference.
3. Select:
   Reports ➧ ***Attendance and Entitlements*** ➧ ***Entitlements***

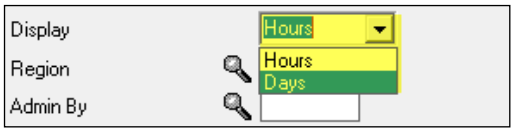


4. Select Organization Criteria:

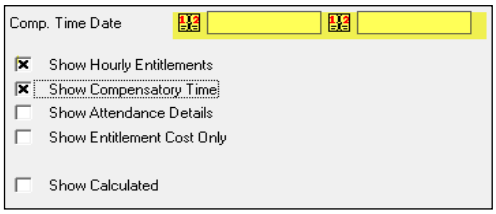


To ensure accuracy the report should include all employees who accrue vacation or sick time entitlements.

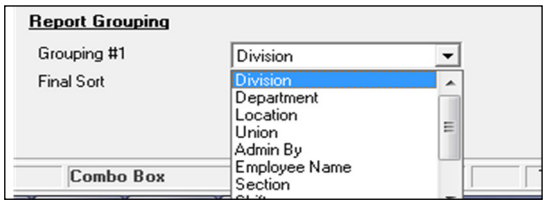
5. ***Display:*** Using the drop down you can select the time increment your report will be displayed in. *It is recommended to run the report in Hours.*



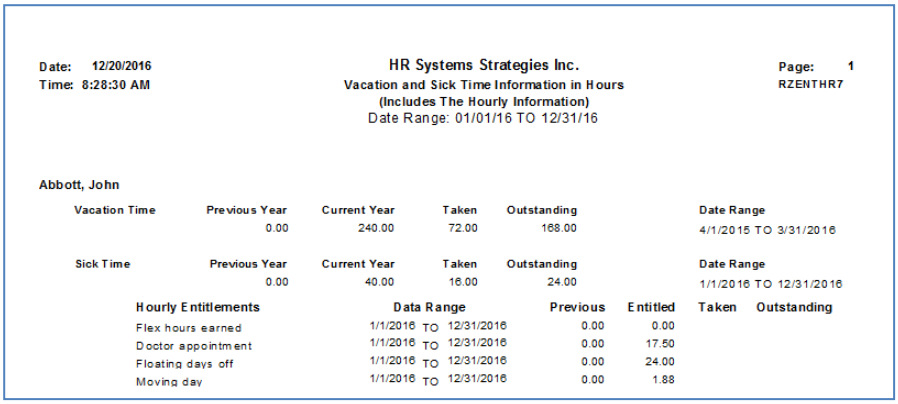
6. Select what you would like to see in the report***, Hourly Entitlements*** and ***Compensatory Time*** if applicable.
   Comp. Time Date is used to select a date range for the **Compensatory Time** only. Select Date range if ***Compensatory Time*** is applicable. If ***Show Attendance Details*** is checked the report will reflect each detail for every employee, not recommended due to the size of the document.



7. Select ***Report Grouping***. This will insert page breaks between the data you select, *example:* if you select Division the report will be ordered by Division first then by Employee alphabetically, beginning a new page for each Division.



8. Run the report by clicking the 'view' button . It will look something like this:



Date: 12/20/2016
Time: 8:28:30 AM

HR Systems Strategies Inc.
Vacation and Sick Time Information in Hours
(Includes The Hourly Information)
Date Range: 01/01/16 TO 12/31/16

Page: 1
RZENTHR7

Abbott, John

Vacation Time	Previous Year	Current Year	Taken	Outstanding	Date Range
	0.00	240.00	72.00	168.00	4/1/2015 TO 3/31/2016

Sick Time	Previous Year	Current Year	Taken	Outstanding	Date Range
	0.00	40.00	16.00	24.00	1/1/2016 TO 12/31/2016

Hourly Entitlements	Data Range	Previous	Entitled	Taken	Outstanding
Flex hours earned	1/1/2016 TO 12/31/2016	0.00	0.00		
Doctor appointment	1/1/2016 TO 12/31/2016	0.00	17.50		
Floating days off	1/1/2016 TO 12/31/2016	0.00	24.00		
Moving day	1/1/2016 TO 12/31/2016	0.00	1.88		

9. Verify the information, make any necessary corrections in info:HR. Print or save a copy in a Year End file to refer back to if necessary. Save in the format of your choice; however, it is *recommended* to save in a ***Rich Text*** format to maintain the quality of the report.

10. Have the IT department create a backup of the info:HR databases. Complete the back up after all attendance/absenteeism are approved and verified, and prior to beginning the year end procedures in info:HR.

NOTE: The ***Entitlements Report*** may be run numerous times to verify the data. When you are satisfied the data is correct and saved in the desired format you are ready to begin the **Year End Procedure**.

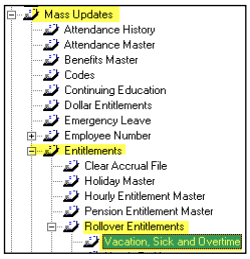
Beginning Year End Procedure

Rollover Sick, Vacation and Overtime Entitlements

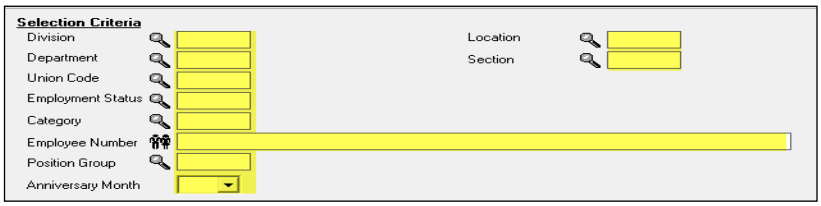
Rollover Entitlements means that outstanding current year entitlements will move into the Previous Year column. *For example:* An employee has 10 hours of vacation that has not been used in the year being wrapped up; 10 hours will be carried over to the next year and will show in the Previous Year's column.

A Rollover can be done for Vacation Time, Sick Time and Overtime Banks.

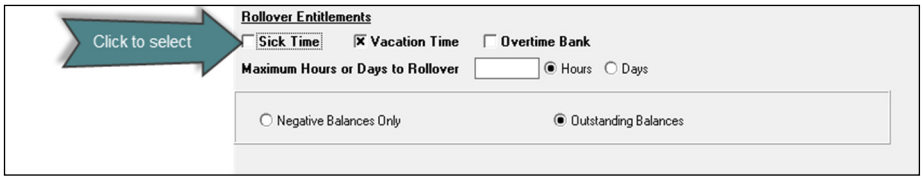
1. Select
   Mass Updates ➧ ***Entitlements*** ➧ ***Rollover Entitlements*** ➧ ***Vacation, Sick and Overtime***



2. Select the criteria for the employees you will be rolling time over for.



3. Select which ***Entitlements*** you would like to rollover. ***Entitlements*** may be done separately or together. If your organization has a maximum amount of time that can be rolled over for an entitlement, you may enter it in either hours or days. Select either ***Negative*** or ***Outstanding Balances***. By default, ***Outstanding Balances*** is selected as it is the most common option used.
   Note: *If your organization does not carry forward Vacation/Sick Time and/or Overtime Banks do not select that particular bank for rollover.*



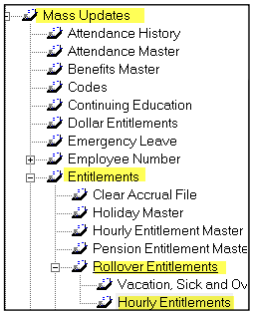
4 To complete Rollover Click the ***Mass Update Button*** .

Hourly Entitlements

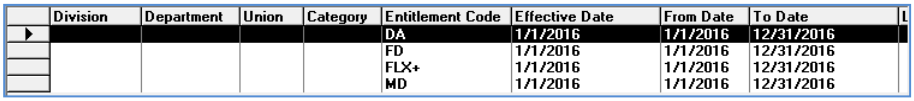
Depending on your organization's policies, Hourly Entitlements can be Rolled Over to the next year. There is no need to ***Zero Out*** the Hourly Entitlements as the rollover will automatically create the next year's entitlement with a zero current year's balance. ***Note:*** *If your Hourly Entitlements are "Use or Lose" and do not require a rollover please go directly to page 9 of this document.*

1. Select:

   Mass Updates ➧ ***Entitlements*** ➧ ***Rollover Entitlements*** ➧ ***Hourly Entitlements***

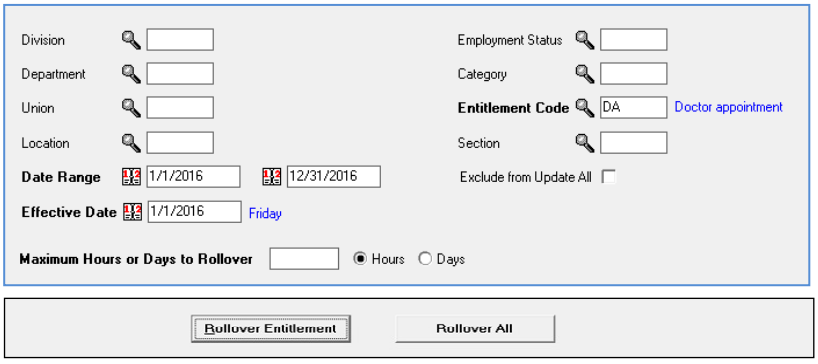


2. Select the Entitlement you would like to Rollover.



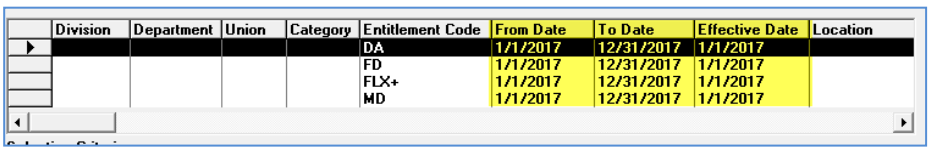
Division	Department	Union	Category	Entitlement Code	Effective Date	From Date	To Date
				DA	1/1/2016	1/1/2016	12/31/2016
				FD	1/1/2016	1/1/2016	12/31/2016
				FLX+	1/1/2016	1/1/2016	12/31/2016
				MD	1/1/2016	1/1/2016	12/31/2016

3. If your organization has a maximum allowable amount to be rolled over, enter it at the bottom in either hours or days. Remember to select the correct measurement.



4. If you have more than one entitlement to rollover, click on Rollover All. Otherwise, click Rollover Entitlement. The system will ask if you would like to proceed. Click ***Yes.*** A notification window will tell you "all rules applied Rollover complete". Click ***OK.***

5. To confirm the ***Hourly Entitlements Rollover*** was completed, go to the ***Hourly Entitlements Master***. Notice the **date range** has been changed in the ***Hourly Entitlement***.



Division	Department	Union	Category	Entitlement Code	From Date	To Date	Effective Date	Location
				DA	1/1/2017	12/31/2017	1/1/2017	
				FD	1/1/2017	12/31/2017	1/1/2017	
				FLX+	1/1/2017	12/31/2017	1/1/2017	
				MD	1/1/2017	12/31/2017	1/1/2017	

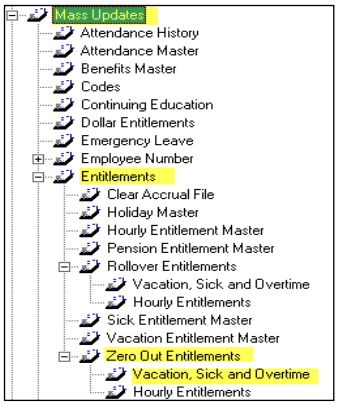
Zero Out Entitlements

Once you have completed the ***Rollover Entitlement*** steps, the 'Current Year' entitlements must be set to zero so that they are not added to the next year's accrual.

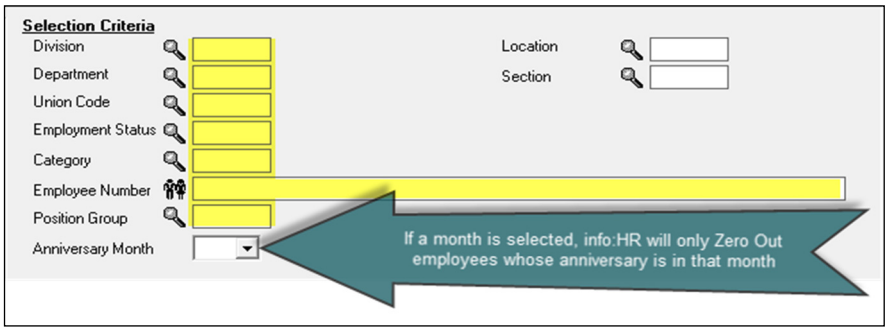
NOTE: It is *recommended* to complete ***Zero Out*** for ***Sick Time and Vacation Time*** together.

1. Select:

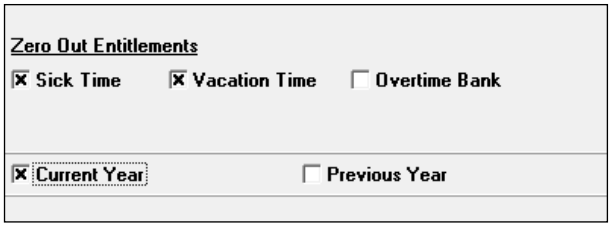
   Mass Updates ➧ ***Entitlements*** ➧ ***Zero Out Entitlements*** ➧ ***Vacation, Sick and Overtime***



2. Select the Organization Criteria you will be Zeroing Out Entitlements for.



3. Select the Entitlements you wish to Zero Out.



Current Year: In this situation, *Current Year* means the year being wrapped up. During a year-end process, *Current Year* needs to start at a zero balance.

Previous Year: Complete as an exception. *Example:* A rollover was done for an entitlement that did not qualify to be carried forward.

iCity Clients Only: Clients using iCity payroll integration that do not allow a rollover of vacation must zero out the previous year as well as the current year.

******Please call Support for assistance when completing a Previous Year Zero Out***.

4. To complete Zero Out Click the ***Mass Update Button*** .

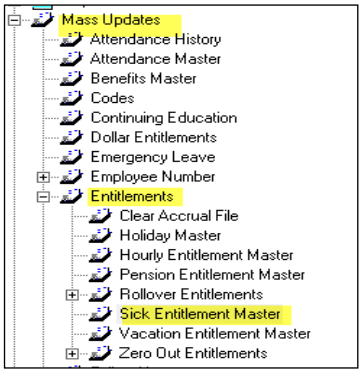
Beginning New Year Procedure

Sick Entitlements Master

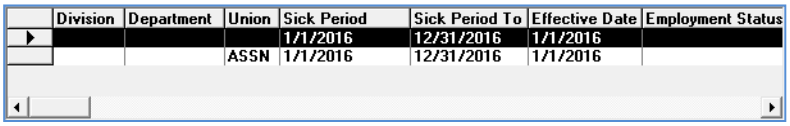
This is where the new ranges are applied for the next year's ***Sick Entitlements***.

1. Select

   Mass Updates ➧ ***Entitlements*** ➧ ***Sick Entitlement Master***

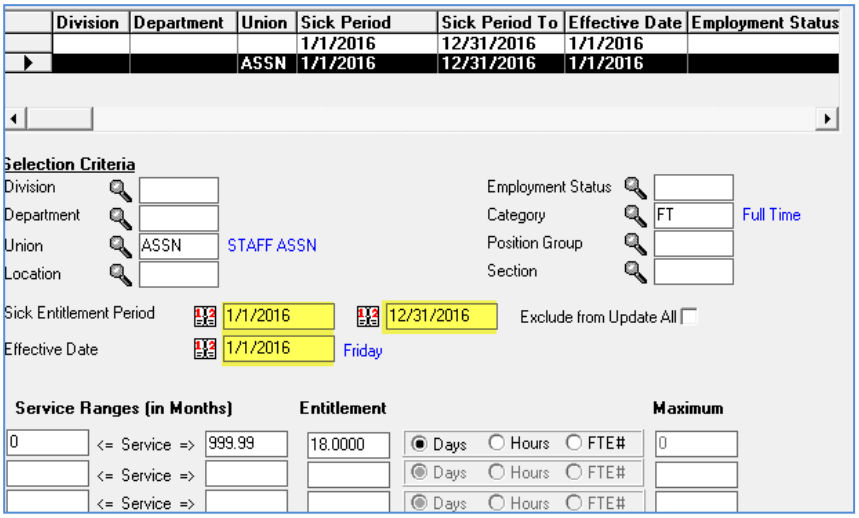


2. Select the rule you will be applying the new date range to.



Division	Department	Union	Sick Period	Sick Period To	Effective Date	Employment Status
			1/1/2016	12/31/2016	1/1/2016	
		ASSN	1/1/2016	12/31/2016	1/1/2016	

3. Change the ***Sick Entitlement Period*** to the next year and enter the ***Effective Date***. This will apply the new date range to the rule selected.



Division	Department	Union	Sick Period	Sick Period To	Effective Date	Employment Status
			1/1/2016	12/31/2016	1/1/2016	
		ASSN	1/1/2016	12/31/2016	1/1/2016	

Selection Criteria
Division
Department
Union ASSN STAFF ASSN
Location
Employment Status
Category FT Full Time
Position Group
Section
Sick Entitlement Period 1/1/2016 12/31/2016 Exclude from Update All
Effective Date 1/1/2016 Friday

Service Ranges (in Months)			Entitlement		Maximum
0	<= Service =>	999.99	18.0000	Days Hours FTE#	0
	<= Service =>			Days Hours FTE#	
	<= Service =>			Days Hours FTE#	

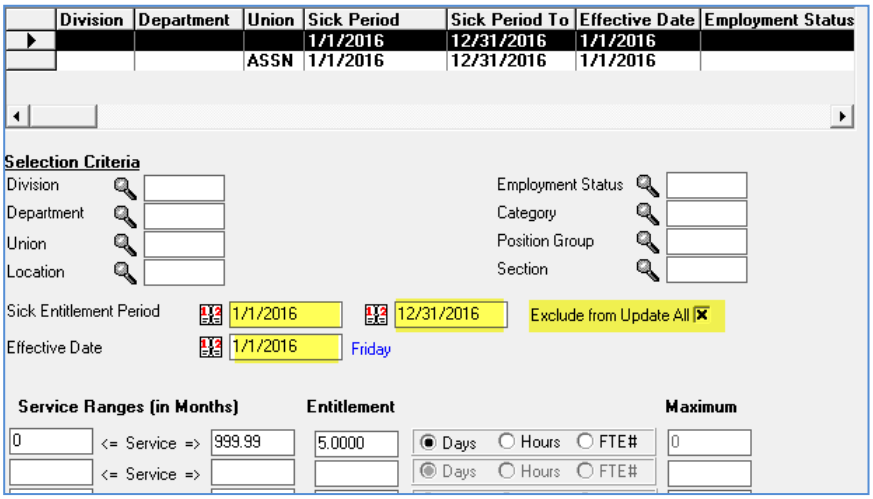
4. Click ***Save*** after changing the date range for each rule. Then click for each rule to apply the change. The system will ask you if you would like to proceed. Click ***Yes.***

Note: If all the rules have the same ***Sick Entitlement Periods*** and ***Effective Date*** you can use the ***Update All*** button to update all rules. The system will ask "Would you like to proceed" for each rule. Click ***Yes***.

5. A window will pop up notifying that all rules have been updated. Click ***Yes***.

Exceptions

Rules that are outside the year end date range or have ***Exclude from Update All*** checked must be updated individually. Once the rule has been changed and saved, click on Update Entitlement for these rules. This will update **only** the rule selected.

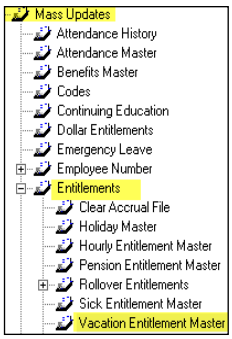


Vacation Entitlement Master

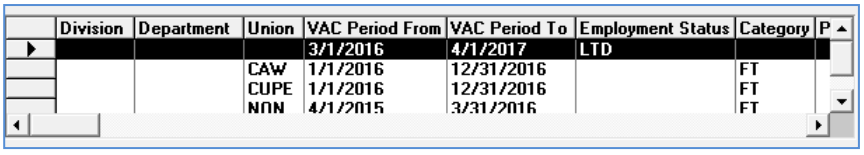
Note: *If your vacation is accrued daily go to the* ***Daily Vacation Accrual Year End Steps*** *manual and follow the instructions there. When complete, return to this manual at page 13.*

This is where the new ranges are applied for the next year to ***Vacation Entitlements.***

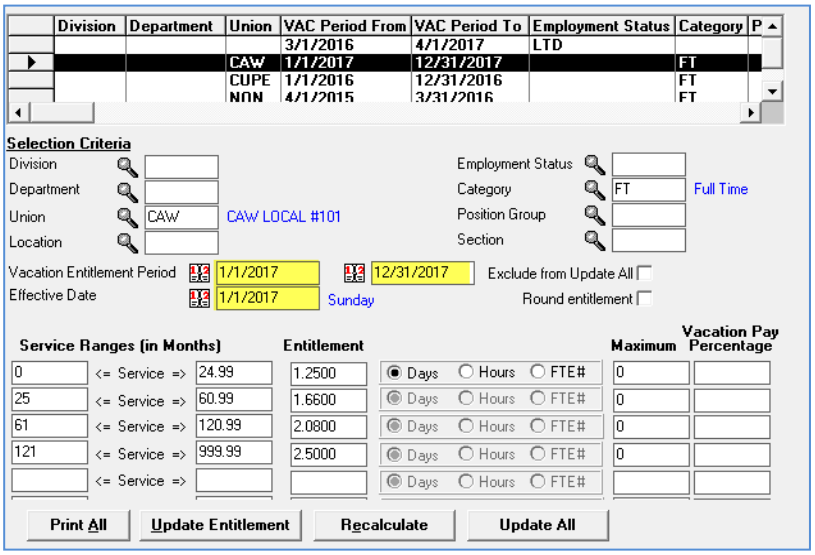
1. Select
   Mass Updates ➧ ***Entitlements*** ➧ ***Vacation Entitlement Master***



2. Select the rule you will be applying a new date range to.



3. Change the ***Entitlement Period*** to the next year and enter the ***Effective Date***. This will apply the new date range to the rule selected.

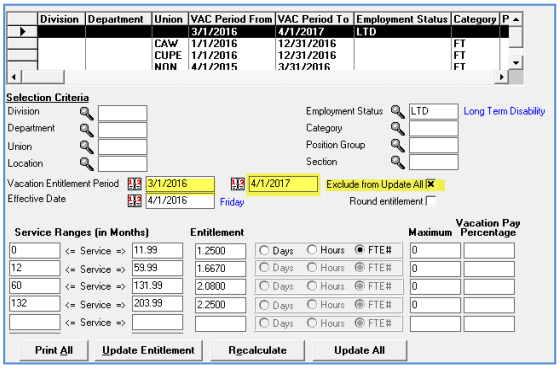


4. Click ***Save*** after changing the date range for each rule. Then click for each rule to apply the change. The system will ask you if you would like to proceed. Click ***Yes.***

Note: If all the rules have the same ***Vacation Entitlement Periods*** and ***Effective Date*** you can use the ***Update All*** button to update all rules. The system will ask "Would you like to proceed" for each rule. Click ***Yes***.

Exceptions

If a rule has dates outside of the Year End Date range the ***Exclude from Update All*** should be checked. This rule will not be updated with the ***Update All*** function. This rule must be changed individually. To change this type of rule, follow the steps above.

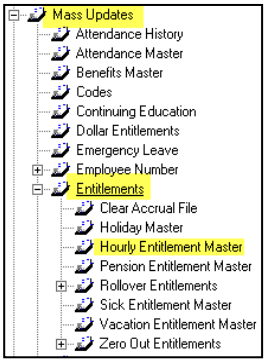


Hourly Entitlements

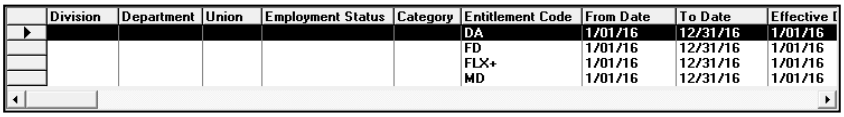
This is where the new ranges are applied for the next year to ***Hourly Entitlements.***

1. Select

   Mass Updates ➧ ***Entitlements*** ➧ ***Hourly Entitlement Master***

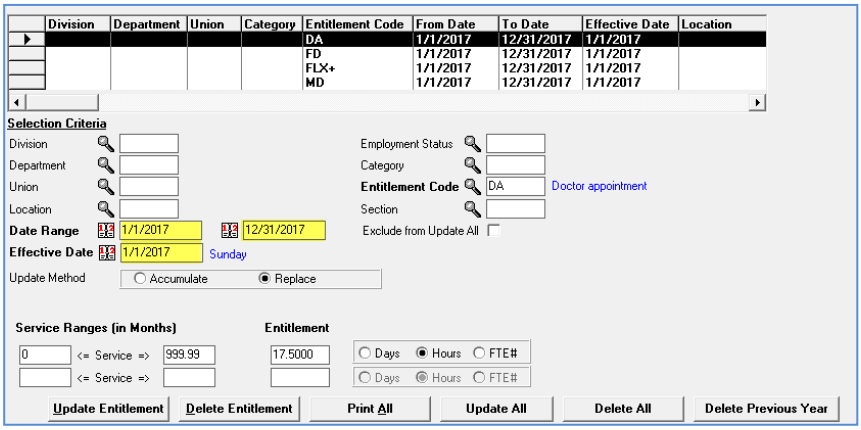


2. Select the rule you will be applying a new date range to.



Division	Department	Union	Employment Status	Category	Entitlement Code	From Date	To Date	Effective D
					DA	1/01/16	12/31/16	1/01/16
					FD	1/01/16	12/31/16	1/01/16
					FLX+	1/01/16	12/31/16	1/01/16
					MD	1/01/16	12/31/16	1/01/16

3. Change the ***Entitlement Period*** to the next year and enter the ***Effective Date***.
   This will apply the new date range to the rule selected.



Division	Department	Union	Category	Entitlement Code	From Date	To Date	Effective Date	Location
				DA	1/1/2017	12/31/2017	1/1/2017	
				FD	1/1/2017	12/31/2017	1/1/2017	
				FLX+	1/1/2017	12/31/2017	1/1/2017	
				MD	1/1/2017	12/31/2017	1/1/2017	

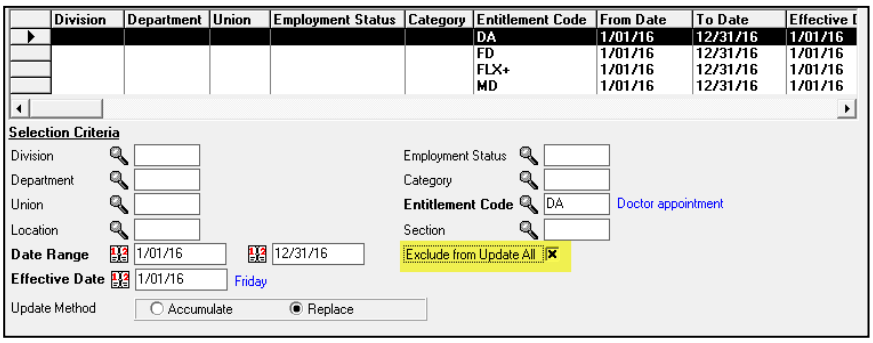
4. Click ***Save*** after changing the date range for each rule. Then click for each rule to apply the change. The system will ask you if you would like to proceed. Click ***Yes.***

Note: If all the rules have the same ***Hourly Entitlement Periods*** and ***Effective Date*** you can use the ***Update All*** button to update all rules. The system will ask "Would you like to proceed" for each rule. Click ***Yes***.

5. Once all the rules have been updated you may delete the previous year's Hourly Entitlement records from the employees Hourly Entitlement Screen by clicking the ***Delete Previous Year*** Delete Previous Year button for each rule.

Exceptions

If a rule has dates outside of the Year End Date range the ***Exclude from Update All*** should be checked. This rule will not be updated with the ***Update All*** function. This rule must be changed individually. To change this type of rule, follow the steps above.

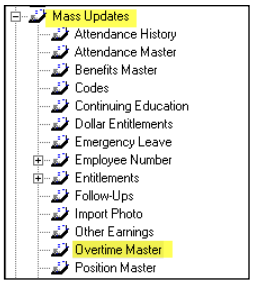


Overtime Bank

Once you have completed Rollover and Zero Out of the Overtime Bank, (See Beginning Year End Procedure section of this document) the next step is to update the rules in info:HR.

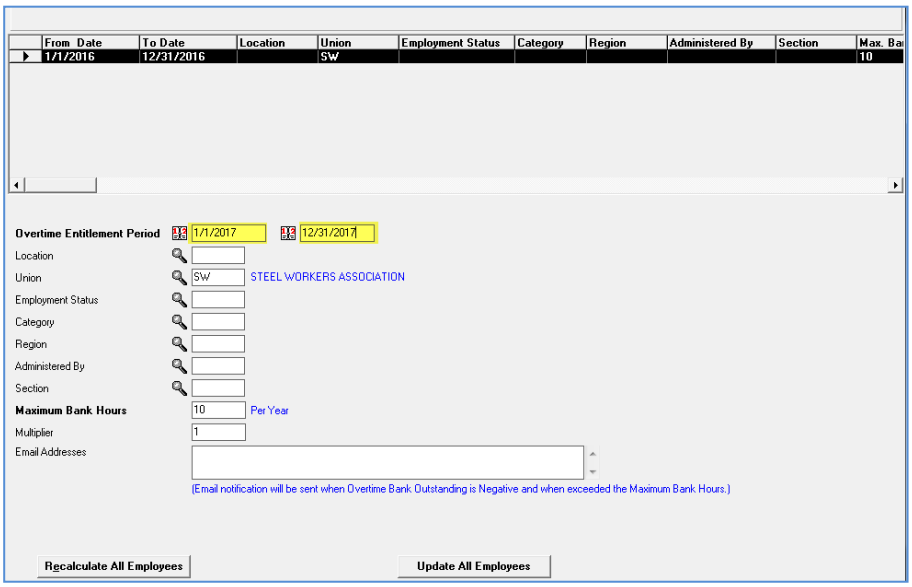
1. Select

   Mass Updates ➧ ***Overtime Master***



2. Select the overtime rule you will be applying a new date range to.

3. Change the date range to the New Year.



4. To apply the new date range to the rule, click ***Save*** to save the changes for each rule.

5. Click Update All Employees to apply the rules to the employees. This only needs to be done once.

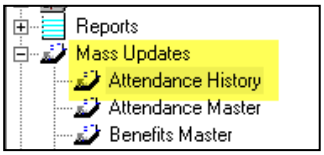
6. The system will ask you to confirm completion of Rollover and Zero Out, "Would you like to proceed?" Click ***Yes.***

7. The system will notify you with a number of records which will be updated, "Would you like to proceed?" Click ***Yes.***

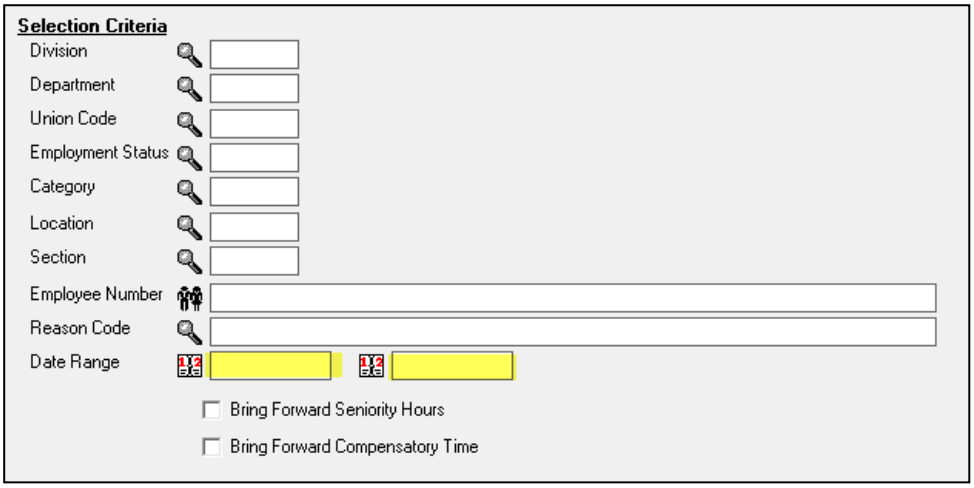
Archive Attendance

Traditionally, attendance files are move into a historical file to improve performance in info:HR and ESS. The data moved is always visible and maintainable under the **Attendance History** menu item. To print reports, use the **Attendance History** report. This report will merge the current and historical attendance information into one report. This is an optional step that may be done at year end or sometime throughout the year. To move current year Attendance records into Attendance History

1. Select
   Mass Updates ➧ ***Attendance History***



2. Enter ***Selection Criteria*** if necessary. Enter the ***Date Range*** this is the date range of the records you are moving into Attendance History.



3. **Bring Forward Seniority Hours** and **Bring Forward Compensatory Time** generally are not checked. Depending upon how Seniority Reports are run and how compensatory time is tracked will determine whether or not these flags are checked. For more information please contact our Support department.
4. Click ***mass update*** to complete.

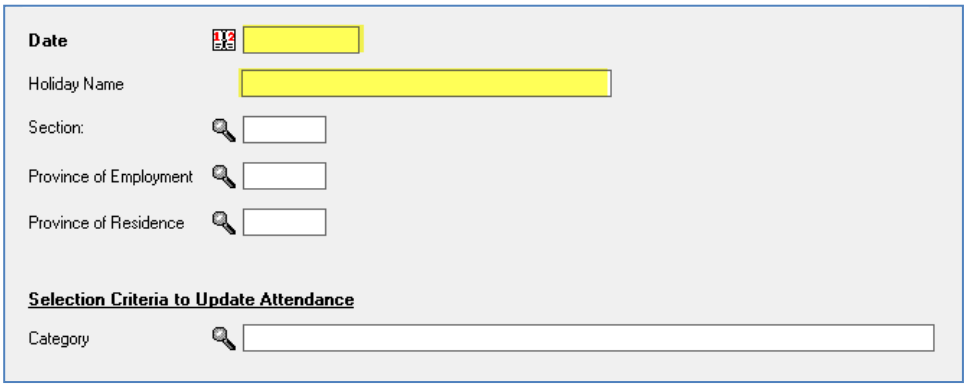
Holiday Master

The Holiday Master provides the ability to set up Statutory Holidays for the coming year/s. When this screen is set up ESS users can see the Holidays in their Quick Info panel, also info:HR and ESS will, depending on your settings, ignore STAT Holidays or warn you when you enter an attendance record or a time request that includes a Holiday.

The Holiday Master may also be used to update attendance records with STAT Holidays.

Initial Setup

1. Select
   Mass Updates ➧ ***Entitlements*** ➧ ***Holiday Master***
2. Click **New Record** .
3. Enter the **Date** of a Holiday, and the **Holiday Name**. You may also enter selection criteria for the Holiday; only employees matching the selection criteria will be affected by the Holiday.

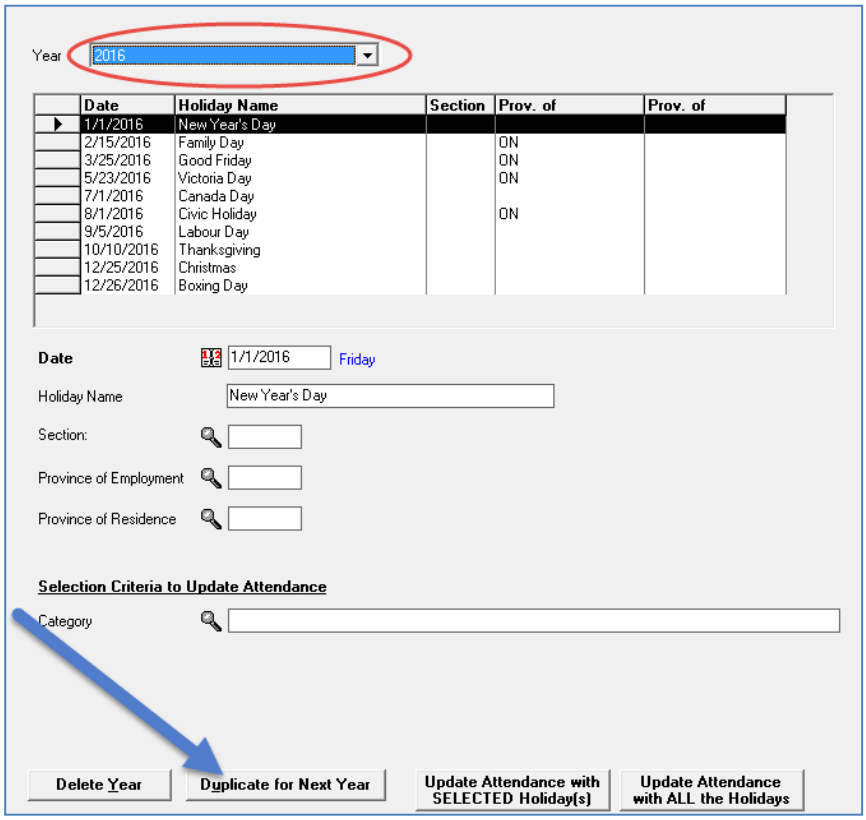


Example: *Using selection criteria* ***Province of Employment*** *being Ontario. Only employees with a* ***Province of Employment*** *of Ontario will see the holiday entered; e.g. if my* ***Province of Employment*** *is British Columbia I will not see the Holiday.* ***NOTE:*** ***Province of Employment*** *is located on the* ***Banking*** *screen.*

4. Click **Save** .
5. Repeat steps 2 through 4 for each holiday in the year.

Creating a New Year

When the previous year of Stat Holidays are in place you are able to duplicate the year, using the **Duplicate for Next Year** button a the bottom of the screen.

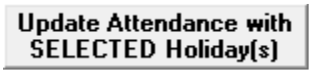


The system will create a list of holidays for the New Year. You will be required to go through the holiday list and manually alter any dates that change from year to year such as Easter or Thanksgiving. Also, if you are observing a holiday on a different date, it is recommended to enter the day employees will have off and beside the name of the holiday name enter "(Observed)"; this will show employees using the system that the stat holiday is recognized on a different date.

Updating Attendance

If you would like to see attendance records for the Stat Holidays you can use the Holiday Master to update employee attendance records. There are 2 options:

Update with Selected Holiday(s) allows you to select one or multiple holidays to be updated.



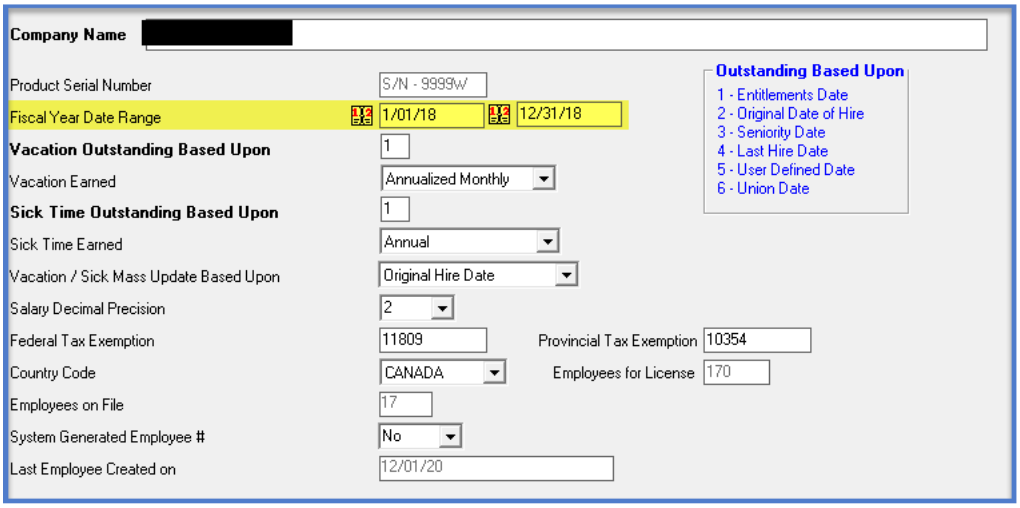
Update All Holidays allows you to create all Stat records in one click.

It is recommended that the update is completed close to the holiday for a number of reasons:

- If you update at the beginning of the year, new employees throughout the year will have to be addressed individually.
- Costed attendance will not be as accurate, since it will associate the employee's salary at the time of update with the attendance record that may be months away, not the salary in effect on the actual holiday.

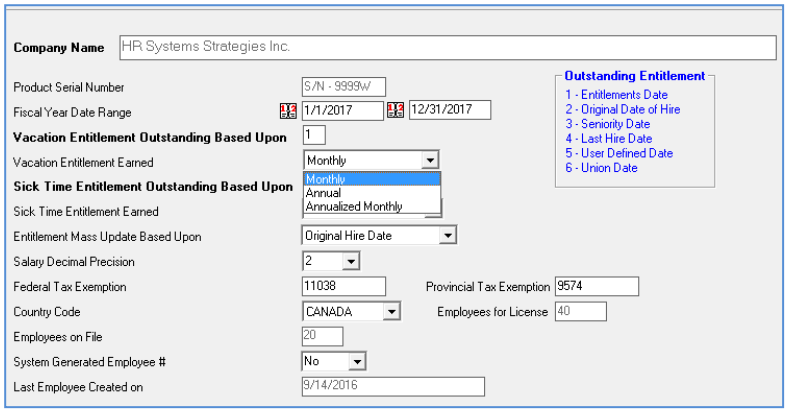
Company Master

In this screen you will be updating your ***Fiscal Year Date Range.*** Key in your organization's fiscal year date range and press save.



APPENDIX

Company Master



Vacation/Sick Entitlement Earned definition:

- **Monthly** means that the user will apply the vacation/sick rules once a month. The accrual table will be updated showing that the rule has been applied. The monthly entitlement is ADDED to the Current Year's Entitlement. For example, John Abbott's current year balance outstanding is 24. The rule will give him 8 hours. After the rule is applied, John Abbott's current year balance will be 32.

- **Annual** means that the user will apply vacation/sick rules once a year. The accrual table will be updated showing that the rule has been applied. The annual entitlement REPLACES the Current Year's Entitlement. For example, John Abbott's current year balance outstanding is 120. The rule will give him 120 hours. After the rule is applied, John Abbott's current year balance will be 120 (last year's 120 replaced with this year's 120).

- **Annualized Monthly** means that the user will apply the vacation/sick rules once a year. The accrual table will be updated showing that the rule has been applied. This setting will cause 12 records to be created in the Accrual table, one record for each month. The monthly entitlement is ADDED to the Current Year's Entitlement. For example, John Abbott's current year balance outstanding is 0. The rule will give him 8 hours per month. After the rule is applied, John Abbott's current year balance will be 96. If John's entitlement increases to 10 hours per month half way through the year, his current year would be 108 (8 hours x 6 months plus 10 hours x 6 months).

If the setting above is set to Monthly or Annualized Monthly, the Vacation and Sick mass update screens will show another option.

- The purpose of the "Round entitlement option" is to take the result of adding the monthly entitlement to the current year amount and rounding it to the nearest whole number.

- If the employee accrues time on a Monthly basis, this option would be checked when the effective date is in the last month of the Entitlement Period.

- If the employee accrues time on an Annualized Monthly basis, this option would always be checked.

How it's used:

Service Ranges	Entitlement	Maximum
0 – 35.99	0.8667	10 days
36 – 119.99	1.25	15
120 – 179.99	1.6667	20
180 – 999.99	2.0833	25

Only the second row will give the employee the correct maximum amount. The other rows will either give the employee a bit too much or too little. This is why we have the "Round Entitlement" option.

- .8667 * 12 = 10.4004 – should round down to 10
- 1.25 * 12 = 15 – no problem
- 1.6667 * 12 = 20.0004 – should round down to 20
- 2.0833 * 12 = 24.9996 – should round up to 25

The reason for this is to avoid having the employee see a fraction of a day.

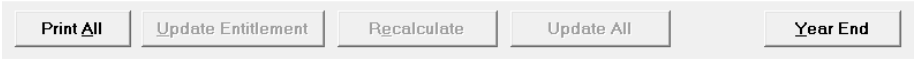
Vacation Entitlement Year End

This button is used for a small portion of clients who do not have a single vacation date range for all employees, but rather a unique range for each employee.

This applies only to clients who have Company Master set to meet the criteria below:

1. Vacation Entitlement Outstanding Based Upon ***not*** '1'.
2. Vacation Entitlement Earned is either 'Annual' or 'Annualized Monthly'.

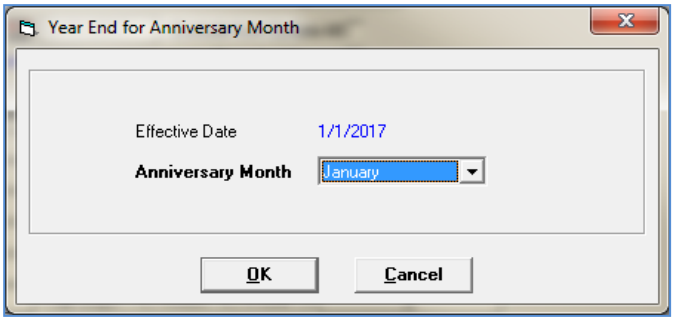
On the Vacation Entitlement Mass Update, a **Year End** button displays.



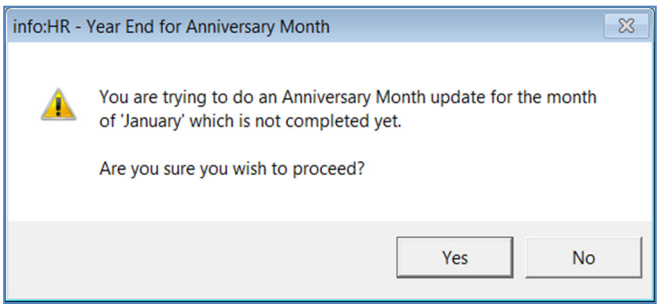
- This new feature turns off the **Update Entitlement**, **Recalculate** and **Update All** buttons as these functions are handled under the **Year End** button.
- The **Year End** button performs:
  1. Rollover Outstanding Entitlement into the Previous Year column.
  2. Zeros out the Current Year column.
  3. Updates the Current Year column with the new entitlement amount.

Processing steps:

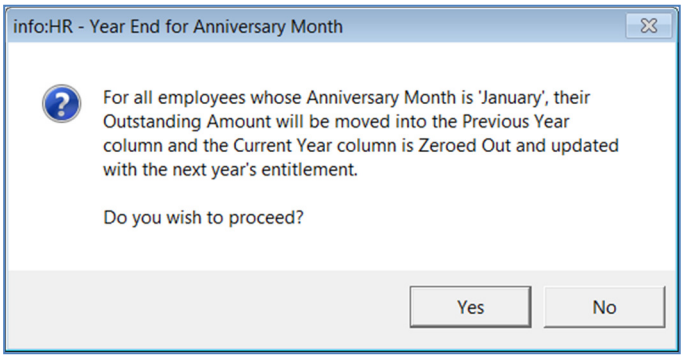
1. Click on the **Year End** button.



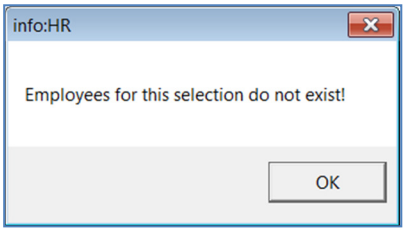
2. Select the Anniversary Month.
3. If the selected month is still the current month, the message displayed is:



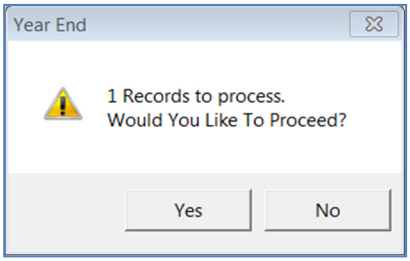
   - This message warns the user that the Anniversary Month and current month are the same. Normally, the 'monthly' yearend function occurs in the month following the Anniversary Month to ensure that all attendance records have been recorded and/or approved.
   - If you are sure that the attendance is up to date for the Anniversary Month, click on **Yes** to proceed. Otherwise, click on **No** to stop the monthly year end process.
4. If the selected month is the following month, the message displayed is:



- Click on **Yes** to continue with the year end process.
- If no employees have an Anniversary Month for the month selected, a message saying:



- Otherwise:



  - Click **Yes** to proceed and the rollover, zero out and mass update will occur automatically for the month selected.
  - Click **No** to abort the year end process.
- Clicking **No** will abort the year end process.