



UKG Ready Accruals

Automate accrual tracking for improved accuracy and consistency

Key benefits

- **Control labour costs** by accurately calculating and tracking time-off accruals
- **Automatically enforce** organisation-specific accrual policies to help drive compliance and impartial treatment of employees
- **Speed and simplify** time-off requests and approvals in UKG Ready Time Keeping with instant visibility into each employee's current accrual balance
- **Facilitate responsible usage** of time-off benefits to minimise impact on schedules

Employees need a break from work every once in a while to stay healthy, productive, and engaged. That's why organisations like yours offer paid time off (PTO) in the form of holidays, personal time, sick time, and more. While PTO is an important benefit for attracting and retaining top talent, tracking time-off accruals manually can be a tedious and error-prone process. The time and effort associated with manual calculations, spreadsheet-based record keeping, and responding to employee inquiries can place a heavy administrative burden on managers and human resources (HR) staff.

If accruals are not tracked properly, you could be setting your organisation up for some serious headaches. Inaccurate tracking can cause managers to approve paid time off that employees haven't legitimately earned. It can lead to scheduling challenges that impact productivity and service levels. It can even result in employee grievances and litigation for unfair time-off practices. If company policies mandate payout of unused PTO when an employee terminates, accrual inaccuracies can add up quickly and hurt the bottom line.

UKG Ready® Accruals can help. This powerful solution, an add-on module to the integrated UKG Ready suite, automatically calculates and tracks each employee's accrued time off based on your organisation's specific rules, policies, and regulations. Automated accrual tracking eliminates manual errors; supports fair, consistent policy enforcement; and gives employees and managers instant visibility into current status to speed and simplify time-off requests and approvals.

Accruals that work the way you work

With UKG Ready Accruals, you can calculate and track accruals based on your organisation's specific policies. Set up accrual profiles to determine the rate at which an employee or a group of employees accrues time off, including holiday, personal time, sick time, and more. Track accruals based on user-defined criteria such as hours worked; seniority; grade level; and attendance, performance, and/or wellness points. Create carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long. Automatic enforcement of policies and regulations minimises your compliance risk while driving fair, consistent treatment of employees across the organisation.



Streamlined processes improve efficiency

UKG Ready Accruals gives UKG Ready Time Keeping customers immediate access to accrual balances for submitting or approving time-off requests. Employees can check their accrual balances — by PTO category — via web or mobile app to make sure they have earned time off available before making a request. When managers receive an employee time-off request, they can instantly view accrual balances and approve, modify, or reject the request accordingly. Notifications automatically alert managers when employees exceed established accrual thresholds.

Robust reporting supports decision making and compliance

The comprehensive Accrual Balances report shows the amount of time earned, taken, scheduled, and remaining for each employee within all applicable PTO categories. With one-stop access to detailed accrual information in their To Do Items, your managers can make fast, informed decisions that effectively balance employee requests with coverage requirements.

The screenshot displays the 'MY TIME' section of the UKG application. At the top, there is a navigation bar with the UKG logo, the time '11:52 AM (Eastern)', and the title 'MY TIME'. On the right side of the navigation bar, there are links for 'Live Chat (Offline)', 'Community Help', 'Feedback', and a notification bell icon with '830' and a question mark. Below the navigation bar, there is a 'Time Off Balances' section with a back arrow and two tabs: 'DAY' (selected) and 'HOUR'. The main content area is divided into three columns: 'PERSONAL', 'SICK', and 'VACATION'. Each column shows the available balance in days, a progress bar, the accrual period, and a table of accrual details. A 'REQUEST' button is located at the bottom of each column.

Category	Available Balance (Days)	Accrual Period	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Pending Approval
PERSONAL	10.51	Jan 2, 2020 - Jan 2, 2021	Jan 2, 2021	10.51 days	0.00 days	10.51 days	0.00 days	0.00 days
SICK	20.50	Jan 2, 2020 - Jan 2, 2021	Jan 2, 2021	20.50 days	0.00 days	20.50 days	0.00 days	0.00 days
VACATION	73.00	Jan 1, 2020 - Jan 1, 2021	Jan 1, 2021	73.00 days	0.00 days	73.00 days	0.00 days	0.00 days

The Accrual Balances report shows the amount of time earned, taken, scheduled, remaining, and carried over as well as the accrue rate for each PTO category for which the employee is eligible.

