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Oracle Paid Time Off Accruals

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Ken Conway

BOSS Corporation

(214) 495-7654

www.bosscorporation.com

[ken.conway@](mailto:ken.conway@bosscorporation.com)

bosscorporation.com

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PTO Accruals Agenda

- Introduction
- Standard Oracle PTO Functionality
- Custom Solution #1 - Fast Formula / Balances
- Custom Solution #2 - Information Elements without Balances
- Release 11 and 11i New Functionality
- Q & A

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- Better Organization Service Solutions
- Oracle HR/Payroll - Top 10 Challenges

Coming Soon (OAUG Fall 1999):

- Challenges - HR/Payroll after Financials
- Oracle Payroll in Large Organizations
- Using Microsoft Word with ADE

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Paid Time Off Accruals

Standard Oracle Functionality

- Carryover on January 1
- Accrual Not Based on Hours Worked
- One Vacation Accrual Plan per Employee
- Vacation Sold Not Handled

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Paid Time Off Accruals

Example #1 Requirements

- Accrue based on Years of Service
- Carryover on Anniversary Date
- Hours Forfeited Over Maximum Carryover
- Vacation Sell

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Paid Time Off Accruals

Example #1 Tools Used

- Balance Creation
- Table Structures
- Fast Formulas
- Formula Results
- Balance Feeds

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Paid Time Off Accruals

Balance: Total Hours Available

- Dimension: Lifetime to Date (LTD)
- Why? No Anniversary to Date Balance
- Why? YTD Balances Zeroed January 1
- Navigate: Comp & Ben ~~Q~~ Balance
- Balance Controlled in Fast Formula Results

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Paid Time Off Accruals

4/3/2003



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Paid Time Off Accruals

Table Structure

- Navigate: Comp & Ben  Table Structure
- Rows - # Years Service
- Columns - Accrual Plans
- Navigate: Comp & Ben  Table Values
- Values - Accrual Rates

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Paid Time Off Accruals


Example #1 Tools Used

- **Balance Creation**
- **Table Structures**
- **Fast Formulas**
- **Formula Results**
- **Balance Feeds**

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Paid Time Off Accruals

Accrual Element

- Navigate: Comp & Ben  Element Descrip.
- Recurring
- Skip Rule: REGULAR_RUNS_NON_TERM_EMPLOYEES

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Paid Time Off Accruals

Accrual Element - Input Values

- Plan Name (California or New York)
- Accrual Rate Override

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Paid Time Off Accruals

Fast Formula

- Access Vacation Date not Hire Date
- Lookup Rate from Accrual Table -
GET_TABLE_VALUE
- RETURN Results in Output Variable

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Paid Time Off Accruals

Example #1 Tools Used

- **Balance Creation**
- **Table Structures**
- **Fast Formulas**
- **Formula Results**
- **Balance Feeds**

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Paid Time Off Accruals

“Hold” Element

- Key to PTO Solution
- Information Element
- Function: Process Balance Feeds
- No Fast Formula

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Paid Time Off Accruals

Elements

- Accrual Element ✗ “Hold” Element
- Vacation Taken Element ✗ “Hold” Element
- Vacation Sold Element ✗ “Hold” Element
- Balance Adjustment Element ✗ “Hold”

• “Hold” Element ✗ Vacation Balance

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Paid Time Off Accruals

“Hold” Element - Balance Feeds

- Vacation Hours Available Balance
- Add Accrued Hours - Input Value received as output from Accrual formula
- Subtract Vacation Hours Taken
- Subtract Vacation Hours Sold

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Paid Time Off Accruals

Relating Accrual and Hold Elements

- Navigate: Comp & Ben \bowtie Formula Results
- Accrual Element Output Variable -
Indirect Result to
Accrued Hours from “Hold” Element

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Paid Time Off Accruals

Example #1 Tools Used

- **Balance Creation**
- **Table Structures**
- **Fast Formulas**
- **Formula Results**
- **Balance Feeds**

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Paid Time Off Accruals

Carry Over

- Logic in Accrual Formula
- Is Anniversary Date in Current Pay Period?
- Is Lifetime to Date Balance $>$ Maximum?
- To Reduce Balance, Apply Negative Amount

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Example #1 Potential Problems

- All processing occurs during Pay Run
- Performance hit when accessing many balances
- Fast Formulas become complex

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Example #2 Requirements

- Employees can have more than 1 vacation or sick “bank”
- Strict Default Processing Rules
- Fiscal Year Based Accruals
- Threshold hours must be met

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Example #2 - Tools Used

- Create Plan Elements
- Create Custom Package
- Process Time Cards / Fast Formulas
- Fiscal Year Process
- Other Enhancements

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Paid Time Off Accruals

Example Plan Names

- Sick Time Bank
- Reserve Sick Bank
- Vacation Bank
- Compensatory Time Bank
- Swing Holiday Bank

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Paid Time Off Accruals

Plan Name	Starting Balance Element	Accrual Element	Time Entry Element	Decrement Element	Adjustment Element
Sick Time Bank	Starting Sick Time	Sick Time Accrual	Paid Sick Time	Decrement Sick Time	Adjust Sick Time
Reserve Sick Bank	Starting Reserve Time	Reserve Sick Accrual	Paid Sick Time	Decrement Reserve Sick	Adjust Reserve Sick
Vacation Bank	Starting Vacation Time	Vacation Accrual	Vacation Taken	Decrement Vacation	Adjust Vacation
Compensatory Time Bank	Starting Compensatory Time	Compensatory Earned	Compensatory Time Taken	Decrement Compensatory	Adjust Compensatory
Swing Holiday Bank	Starting Swing Holiday Time	Swing Holiday Accrual	Vacation Taken	Decrement Swing Holiday	Adjust Swing Holiday

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Paid Time Off Accruals

Example #2 - Tools Used

- **Create Plan Elements**
- **Create Custom Package**
- **Process Time Cards / Fast Formulas**
- **Fiscal Year Process**
- **Other Enhancements**

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Paid Time Off Accruals

Create Custom Package

- Used to calculate Net Entitlement
- Parameters
 - Plan Name
 - Beginning Date
 - Ending Date
- Defined as Database Item for Fast Formulas

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Net Entitlement Formula

- Select all elements for Plan Name between date span
- Net Entitlement = Starting Balance Element
+ Accrual Element
- Decrement Element
+ Adjustment Element

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Paid Time Off Accruals

Example #2 - Tools Used

- **Create Plan Elements**
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- **Other Enhancements**

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Fast Formulas

- Will apply priority processing rules
- Creates Decrement Element via indirect results
- Time Entry Element will generate earning for paycheck
- Separate formula to check threshold hours

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Fiscal Year Process

- Called from Concurrent Manager
- Payroll Tables store accrual awards
- Carryovers to Starting Balance
- Calculate each plan accrual amount
- Batch Element Entry
- Threshold Hours (Carryover Info Element)

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Paid Time Off Accruals

Example #2 - Tools Used

- **Create Plan Elements**
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- **Other Enhancements**

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Other Possible Enhancements

- Create Review Screen
- Create Net Entitlement Report
- Modify Check Writer

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Example #2 Benefits

- Still Uses Oracle Standard Functionality
- Element Based
- Bypasses the use of Balance Routine
- Not tied to payroll processing

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Paid Time Off Accruals

Release 11 / 11i - New Features

- Flexible Plan Start Dates
- Flexible Calculation of the Rate of Accrual
- Accrual pro-ration for Part Time employees
- Suspension rules - Leave of Absence
- Carryover - Anniversary or Fiscal Year

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Paid Time Off Accruals

Release 11 / 11i - New Features

- Rules can be defined for accruals
(Example: Hours Worked)
- Adjusted Service Dates
- One set of Element Links per plan
(Previously: Carryover, Residual, etc.)

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Paid Time Off Accruals

Release 11 / 11i - Approach

- Formula Based
- Formula Types (Accrual, Accr Subformula, Accrual Carryover, Accrual Ineligibility)
- Set Global Values from Formula
- Looping between Formulas

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Release 11 / 11i - New Features

- Patch 865749
- Documentation Update, June 1999 -
“Absences and PTO Accrual Plans”
- Some functionality deferred to Release 11i

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