

## PAYROLL CLERK ACCRUAL OVERAGES REPORT FROM TIME ENTRY

Before you release your batch, review the employee accrual overages to make sure an employee is not using more time than what they have available.

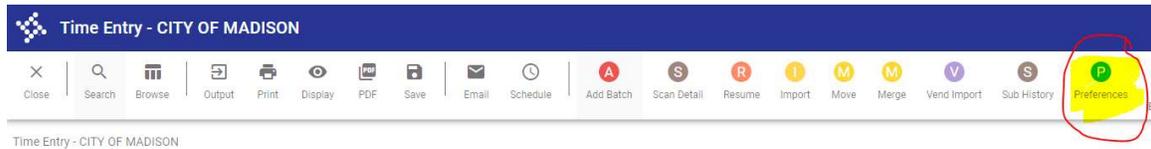
First, set up your preferences.

In Time Entry, look to the far right and click on Preferences.

The Report option should be Always Choose.

Accept.

Back.



**Report Preferences**      Screen Preferences

Report \* **ALWAYS CHOOSE**

Option \* DETAIL

Include \* BATCH

Sort \* EMPLOYEE NAME/FROM DATE

Employee Subtotals

Hide SSN

Dates Outside Payroll

**Time Entry Report Options**

←      ✓      ✕  
Back      Accept      Cancel

Time Entry - CITY OF MADISON > Time Entry Report Op

Report Options

Report \* STANDARD

Option \* OVERTIME

Include \* PAY TYPE

Sort \* WORK ORDER

DOCK REPORT

RULES REPORT

**ACCRUALS REPORT**

ACCRUAL RECORDS

EE PAYROLL

In Time Entry, search for your batch, and click on PDF.



Review the Available column.  
 Look for negative numbers.  
 Ignore any FMLA or AWOP entries.

In this example, there is negative float. Another leave type will need to be used.

There is also negative sick, however, this person worked more than 60% in the payroll period and will be earning 3.88 hours so this one is okay.

| CITY OF MADISON, WISCONSIN |             | CITY OF MADISON<br>TIME ENTRY REPORT |            | TOTALS BY ACCRUALS |            |     |          | p<br>prt: |             |            |
|----------------------------|-------------|--------------------------------------|------------|--------------------|------------|-----|----------|-----------|-------------|------------|
| EMP #                      | SSN         | NAME                                 | FROM DATE  | TO DATE            | BATCH JOB  | PAY | QUANTITY | UOM       | ACCRUAL     | AVAILABLE  |
|                            |             |                                      | 05/13/2019 | 05/13/2019         | 7 F175 352 |     | 1.630    | H         | 6 FMLA      | -983.6300  |
|                            |             |                                      | 05/13/2019 | 05/13/2019         | 7 F175 302 |     | 6.120    | H         | 6 FMLA      | -989.7500  |
|                            |             |                                      | 05/14/2019 | 05/14/2019         | 7 F175 302 |     | 7.750    | H         | 6 FMLA      | -997.5000  |
|                            |             |                                      | 05/15/2019 | 05/15/2019         | 7 F175 302 |     | 7.750    | H         | 6 FMLA      | -1005.2500 |
|                            |             |                                      | 05/16/2019 | 05/16/2019         | 7 F175 302 |     | 7.750    | H         | 6 FMLA      | -1013.0000 |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 F175 302 |     | 3.870    | H         | 6 FMLA      | -1016.8700 |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 F175 322 |     | 3.880    | H         | 6 FMLA      | -1020.7500 |
| xxxx                       | 000-00-0000 |                                      | 05/07/2019 | 05/07/2019         | 7 F172 320 |     | 7.750    | H         | 1 SICK      | 382.5900   |
|                            |             |                                      | 05/08/2019 | 05/08/2019         | 7 F172 320 |     | 7.750    | H         | 1 SICK      | 374.8400   |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 F172 300 |     | 7.750    | H         | 2 VACATION  | 77.5050    |
| xxxx                       | 000-00-0000 |                                      | 05/17/2019 | 05/17/2019         | 7 F125 300 |     | 7.750    | H         | 2 VACATION  | 195.6200   |
| xxxx                       | 000-00-0000 |                                      | 05/09/2019 | 05/09/2019         | 7 F020 300 |     | 7.750    | H         | 2 VACATION  | 103.3100   |
|                            |             |                                      | 05/10/2019 | 05/10/2019         | 7 F020 300 |     | 7.750    | H         | 2 VACATION  | 95.5600    |
|                            |             |                                      | 05/13/2019 | 05/13/2019         | 7 F020 300 |     | 7.750    | H         | 2 VACATION  | 87.8100    |
|                            |             |                                      | 05/14/2019 | 05/14/2019         | 7 F020 300 |     | 7.750    | H         | 2 VACATION  | 80.0600    |
|                            |             |                                      | 05/16/2019 | 05/16/2019         | 7 F020 330 |     | 1.000    | H         | 4 COMP TIME | 112.8250   |
| xxxx                       | 000-00-0000 |                                      | 05/10/2019 | 05/10/2019         | 7 F123 300 |     | 1.500    | H         | 2 VACATION  | 186.1300   |
|                            |             |                                      | 05/06/2019 | 05/06/2019         | 7 H222 300 |     | 7.750    | H         | 2 VACATION  | 219.3400   |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 F020 300 |     | 7.750    | H         | 2 VACATION  | 104.5950   |
| xxxx                       | 000-00-0000 |                                      | 05/17/2019 | 05/17/2019         | 7 F020 300 |     | 2.500    | H         | 2 VACATION  | 126.8000   |
|                            |             |                                      | 05/09/2019 | 05/09/2019         | 7 F020 330 |     | 7.750    | H         | 4 COMP TIME | 95.5600    |
|                            |             |                                      | 05/13/2019 | 05/13/2019         | 7 F020 330 |     | 7.750    | H         | 4 COMP TIME | 87.8100    |
|                            |             |                                      | 05/08/2019 | 05/08/2019         | 7 F173 320 |     | 5.750    | H         | 1 SICK      | 187.2500   |
|                            |             |                                      | 05/10/2019 | 05/10/2019         | 7 F173 320 |     | 7.750    | H         | 1 SICK      | 179.5000   |
|                            |             |                                      | 05/15/2019 | 05/15/2019         | 7 F173 320 |     | 7.750    | H         | 1 SICK      | 1115.1200  |
|                            |             |                                      | 05/08/2019 | 05/08/2019         | 7 F120 330 |     | 1.000    | H         | 4 COMP TIME | 82.0050    |
|                            |             |                                      | 05/07/2019 | 05/07/2019         | 7 F174 330 |     | 0.750    | H         | 4 COMP TIME | 63.3800    |
|                            |             |                                      | 05/09/2019 | 05/09/2019         | 7 F125 310 |     | 1.000    | H         | 3 FLOAT     | 4.8800     |
|                            |             |                                      | 05/06/2019 | 05/06/2019         | 7 F171 300 |     | 1.000    | H         | 2 VACATION  | 105.2600   |
|                            |             |                                      | 05/09/2019 | 05/09/2019         | 7 F171 300 |     | 2.000    | H         | 2 VACATION  | 103.2600   |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 F171 300 |     | 2.000    | H         | 2 VACATION  | 101.2600   |
|                            |             |                                      | 05/06/2019 | 05/06/2019         | 7 F043 300 |     | 7.750    | H         | 2 VACATION  | 124.4900   |
|                            |             |                                      | 05/07/2019 | 05/07/2019         | 7 F043 300 |     | 7.750    | H         | 2 VACATION  | 116.7400   |
|                            |             |                                      | 05/16/2019 | 05/16/2019         | 7 F019 300 |     | 4.000    | H         | 2 VACATION  | 107.9500   |
| xxxx                       | 000-00-0000 |                                      | 05/17/2019 | 05/17/2019         | 7 F019 300 |     | 7.750    | H         | 2 VACATION  | 100.2000   |
|                            |             |                                      | 05/07/2019 | 05/07/2019         | 7 F019 310 |     | 1.170    | H         | 3 FLOAT     | 0.4600     |
|                            |             |                                      | 05/15/2019 | 05/15/2019         | 7 F019 310 |     | 0.500    | H         | 3 FLOAT     | -0.0400    |
| xxxx                       | 000-00-0000 |                                      | 05/15/2019 | 05/15/2019         | 7 F019 330 |     | 1.500    | H         | 4 COMP TIME | 6.7600     |
|                            |             |                                      | 05/10/2019 | 05/10/2019         | 7 G049 320 |     | 0.500    | H         | 1 SICK      | 2.5500     |
|                            |             |                                      | 05/16/2019 | 05/16/2019         | 7 G049 320 |     | 0.250    | H         | 1 SICK      | 2.3000     |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 G049 320 |     | 6.180    | H         | 1 SICK      | -3.8800    |
|                            |             |                                      | 05/06/2019 | 05/06/2019         | 7 G049 330 |     | 0.840    | H         | 4 COMP TIME | 28.4620    |
|                            |             |                                      | 05/07/2019 | 05/07/2019         | 7 G049 330 |     | 2.750    | H         | 4 COMP TIME | 25.7120    |
|                            |             |                                      | 05/08/2019 | 05/08/2019         | 7 G049 330 |     | 1.830    | H         | 4 COMP TIME | 23.8820    |
|                            |             |                                      | 05/09/2019 | 05/09/2019         | 7 G049 330 |     | 2.500    | H         | 4 COMP TIME | 21.3820    |
|                            |             |                                      | 05/13/2019 | 05/13/2019         | 7 G049 330 |     | 7.750    | H         | 4 COMP TIME | 13.6320    |
|                            |             |                                      | 05/14/2019 | 05/14/2019         | 7 G049 330 |     | 2.000    | H         | 4 COMP TIME | 11.6320    |
|                            |             |                                      | 05/16/2019 | 05/16/2019         | 7 G049 330 |     | 2.750    | H         | 4 COMP TIME | 8.8820     |
|                            |             |                                      | 05/17/2019 | 05/17/2019         | 7 G049 330 |     | 1.570    | H         | 4 COMP TIME | 7.3120     |