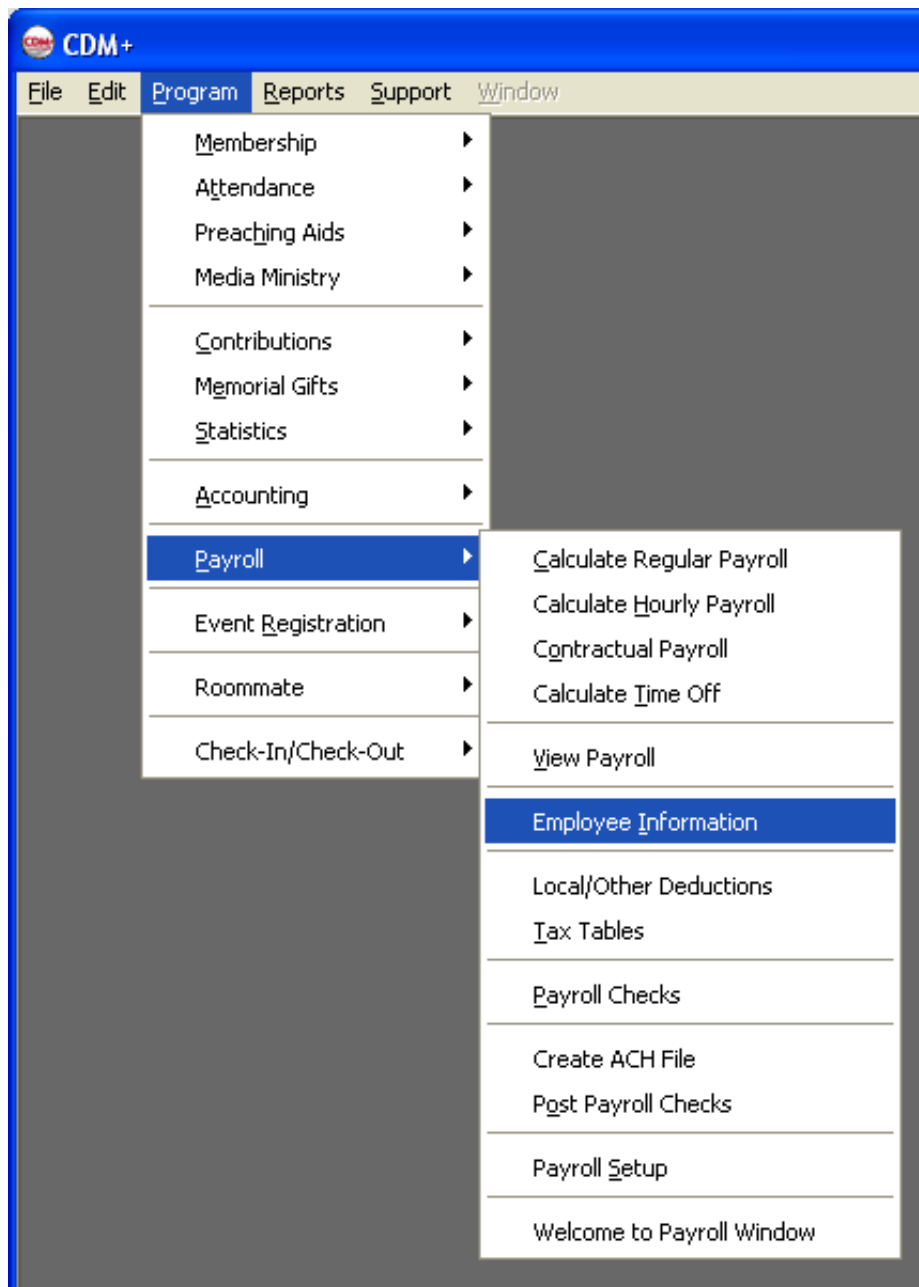


Resetting Vacation Time Off

This lesson will explain how to adjust vacation time back to zero. It will be based on a church having a set number of days for vacation, but this method is applicable to churches using the accrual method too.

Open Employee Information Window



Program > Payroll > Employee Information

Time Off tab

Employee Information

Find records where [dropdown] [Find] [Advanced Find] [More Results] [Show All]

Last Name	First Name	Employee ID	Position
Contract	Sample	11SAMPLE	Minister
Martin	Bill	ADM200	Custodian
Newell	Marie	ADM300	Nursery Attendant
Normal	Sample Joe	10SAMPLE	Minister
Nursery	Contractual	ADM-CONT 01	Nursery- Contractual
Patterson	Dean	PAS100	Senior Minister
Powers	Albert	ADM 305	PT Custodian
Sermon	Stan	99	
Stokes	Ruth	ADM100	Administrative Assistant

9 results

Employee Info | Setup | Pay Items | Deductions | Liabilities | **Time Off** | V2 Setup | 1099 Setup | Accounts | Comments

Personal Information

Last Name: Stokes Suffix: []
 First Name: Ruth
 Birthdate: APR 8 1948
 SS#: 365-89-7511
 Entered: NOV 7 2008 5:00 PM Modified: JUL 9 2009 8:58 AM

Employment Info

Employee ID: ADM100
 Position: Administrative Assistant
 Start Date: APR 23 1993
 Finished Date: []
 No Longer Employed

Address Information

Address Line 1: 3985 Normandy Road Link To Address Rec.
 Address Line 2: [] Select Address
 City: Big City State: KY Zip: 40123 MapQuest
 Primary Phone: 606/555-4433

Add Multi-Add Change Delete View Payroll Cancel Save

Click on the 'Time Off' tab

Vacation Time Off Explanation

Employee Info | Setup | Pay Items | Deductions | Liabilities | Time Off | W2 Setup | 1099 Setup | Accounts | Comments

Current Vacation Totals 2

Accrued: 30.0000
Used: 26.0000
Balance: 4.0000 Days

Vacation Setup

Accrue: 0.0000 Days
For Every: 0.0000 Days Worked Hours Worked

Start Date:

Allow Carry Over to Next Year

Vacation Adjustments

Date	Accrued	Used	Comments
⌘ JUL 4 2008	0.0000	3.0000	
⌘ MAR 24 2008	0.0000	3.0000	1
⌘ JAN 1 2008	10.0000	0.0000	
⌘ DEC 21 2007	0.0000	2.0000	Approved Vacation
⌘ DEC 17 2007	0.0000	1.0000	
⌘ JUL 15 2007	0.0000	4.0000	

Add Adjustment Last Calc'd: JAN 1 2008

Sick | Vacation | **PTO** 3

Add
Multi-Add
Change
Delete
View Payroll

Cancel
Save

1. In this part of the window, we see the vacation days that have been accrued (or designated by the church) and the specific dates that vacation time used was put into the CDM+ payroll system.
2. In this part of the window, we see the cumulative accrued days (or designated days) and the number of days used. This example shows the time since January 2006.
3. We now want to make an adjustment because at the end of the year they had 4 days they did not use. Since we are working under a "user or lose" policy, we will need to adjust the payroll system to get it to zero and then add the amount of time the church is designating for vacation time this year (2009). Click on the 'Change' button to make the modifications.

Add First Adjustment

Employee Info | Setup | Pay Items | Deductions | Liabilities | Time Off | W2 Setup | 1099 Setup | Accounts | Comments

Current Vacation Totals
Accrued: 30.0000
Used: 26.0000
Balance: 4.0000 Days

Vacation Setup
Accrue: 0.0000 Days
For Every: 0.0000 Days Worked
 Hours Worked
Start Date: _____
 Allow Carry Over to Next Year

Vacation Adjustments

Date	Accrued	Used	Comments
X JUL 4 2008	0.0000	3.0000	
X MAR 24 2008	0.0000	3.0000	
X JAN 1 2008	10.0000	0.0000	
X DEC 21 2007	0.0000	2.0000	Approved Vacation
X DEC 17 2007	0.0000	1.0000	
X JUL 15 2007	0.0000	4.0000	

Last Calc'd: JAN 1 2008

Add Adjustment

Sick | Vacation | PTO

Add Multi-Add Change Delete View Payroll Cancel Save

Click on 'Add Adjustment' button.

Adjust 2008 Vacation

Employee Info | Setup | Pay Items | Deductions | Liabilities | Time Off | W2 Setup | 1099 Setup | Accounts | Comments

Current Vacation Totals
Accrued: 30.0000
Used: 26.0000
Balance: 4.0000 Days

Vacation Setup
Accrue: 0.0000 Days
For Every: 0.0000 Days Worked
 Hours Worked
Start Date: _____
 Allow Carry Over to Next Year

Vacation Adjustments

Date	Accrued	Used	Comments
X JUL 11 2006	0.0000	1.0000	
X JUN 15 2006	0.0000	2.0000	vacation
X JAN 1 2006	10.0000	0.0000	2006 Vacation
X JAN 1 2009	0.0000	4.0000	Adjustment for unused 2008 vacation

Last Calc'd: JAN 1 2008

Add Adjustment

Sick | Vacation | PTO

Add Multi-Add Change Delete View Payroll Cancel Save

We add an adjustment that reduces the balance to zero. In this case, we enter a date of January 1 2009 and enter 4.000 days under the 'Used' column. We also enter in a comment explaining the reason for this entry. Now we are ready to enter the number of days of vacation for 2009. Click on the 'Add Adjustment' button again.

Entry of 2009 Vacation Days

Employee Info | Setup | Pay Items | Deductions | Liabilities | Time Off | W2 Setup | 1099 Setup | Accounts | Comments

Current Vacation Totals

Accrued: 45.0000
Used: 30.0000
Balance: 15.0000 Days

Vacation Setup

Accrue 0.0000 Days
For Every 0.0000 Days Worked Hours Worked

Start Date: _____
 Allow Carry Over to Next Year

Vacation Adjustments

Date	Accrued	Used	Comments
X JUN 15 2006	0.0000	2.0000	vacation
X JAN 1 2006	10.0000	0.0000	2006 Vacation
X JAN 1 2009	0.0000	4.0000	Adjustment for unused 2008 Vacation
X JAN 1 2009	15.0000	0.0000	2009 Vacation Days

Add Adjustment Last Calc'd: JAN 1 2008

Sick | Vacation | PTO

Add Multi-Add Change Delete View Payroll Cancel Save

We enter the number of days the church is designating vacation for this employee under the 'Accrued' column and enter a comment indicating that these are the number of 2009 vacation days the employee can use. Click on 'Save' button when done.

Vacation Days Reset

Employee Info | Setup | Pay Items | Deductions | Liabilities | Time Off | W2 Setup | 1099 Setup | Accounts | Comments

Current Vacation Totals

Accrued: 45.0000 2
Used: 30.0000
Balance: 15.0000 Days

Vacation Setup

Accrue 0.0000 Days
For Every 0.0000 Days Worked Hours Worked

Start Date: _____
 Allow Carry Over to Next Year

Vacation Adjustments

Date	Accrued	Used	Comments
X JAN 1 2009	15.0000	0.0000	2009 Vacation Days 1
X JAN 1 2009	0.0000	4.0000	Adjustment for unused 2008 Vacation
X JUL 4 2008	0.0000	3.0000	
X MAR 24 2008	0.0000	3.0000	
X JAN 1 2008	10.0000	0.0000	
X DEC 31 2007	0.0000	2.0000	

Add Adjustment Last Calc'd: JAN 1 2008

Sick | Vacation | PTO

Add Multi-Add Change Delete View Payroll Cancel Save

1. We see the adjusted entries we have made.
2. We see that the current totals have changed. The accrued amount has increased to 45, the used increased to 30 and the employee shows that they have 15 vacation days to be used in 2009!