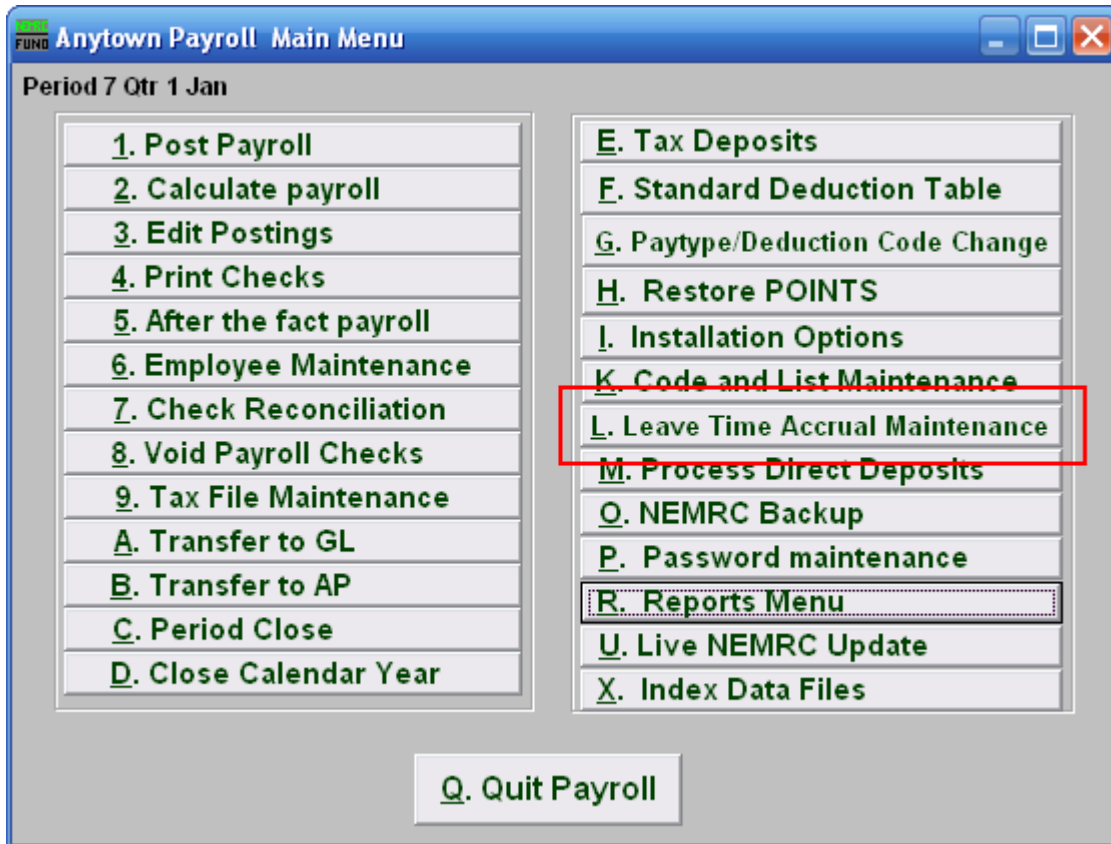


# Payroll

## L. Leave Time Accrual Maintenance



Click on “L. Leave Time Accrual Maintenance” from the Main Menu and the following window will appear:

# Payroll

## Leave Time Accrual Maintenance

The screenshot shows a software window titled "Leave Accrual Maintenance". At the top left, there is a "FUNDO" logo. The main area contains a dropdown menu labeled "Accrual Type to Work on" with "1" next to it, currently showing "VP - Vacation". To the right of the dropdown is a "3 Start" button. Below the dropdown is a section labeled "Order" with "2" next to it, containing three radio buttons: "Employee number" (selected), "Name", and "Department/EE Number". A red box highlights the "Order" section and the "Start" button. At the bottom center, there is a "4 Cancel" button.

- 1. Accrual Type to Work on:** Select a predefined leave time to work on from the drop down list.
- 2. Order:** Click to choose which order you want the list to appear in.
- 3. Start:** Once you choose the order and Accrual type, click "Start." The below window will appear.
- 4. Cancel:** Click "Cancel" to cancel and return to the Main Menu.

# Payroll

**FUND Leave Accrual Maintenance**

Accrual Type to Work on:

Order:  Employee number  Name  Department/EE Number

EE #	Name	Accrued to Date	Rate on File	Additional
▶ CABLAR	CABLEGUY, LARRY	0.000	0.00000	<b>1</b>
CAGXAN	CAGE, XANDER	-24.000	0.00000	0.000
CRUROB	CRUSOE, ROBINSON	0.000	0.00000	0.000
DRENAN	DREW, NANCY	432.000	14.67000	0.000
FUDELM	FUDD, ELMER	376.000	14.67000	0.000
HARLAU	HARTY, LAUREL	0.000	0.00000	0.000
HOBICAL	HOBBS, CALVIN	0.000	0.00000	0.000
HOUCCOP	HOUND, COPPER	440.000	18.00000	0.000
ISLPAM	ISLEY, PAMELA	0.000	0.00000	0.000
KANROS	KANE, ROSEBUD	0.000	0.00000	0.000
LINABR	LINCOLN, ABRAHAM	0.000	0.00000	0.000
MATWVAL	MATILDA, WALTZING	0.000	0.00000	0.000
MUNHOA	MUNSTER, HOARASE C.	200.000	8.00000	0.000
PARDAY	PARTRIDGE, DAVID	0.000	0.00000	0.000
REVPAY	REVEIRE, PAUL	0.000	0.00000	0.000
RUTBAB	RUTH, BABE	0.000	0.00000	0.000
SIMSIM	SIMPLETON, SIMON	0.000	0.00000	0.000
SOTIGN	SOTHERBY, IGNATOUS, SR	0.000	0.00000	0.000

**2**  **3**

- 1. Additional:** Enter the amount of accrual hours to be added per employee detail line.
- 2. Save Additional Amounts:** Click this button to apply the values to accrued to date after completing the entire column in item **1**.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.