



### COMPANY CHANGE FORM – Time Off Accrual – Per Hours Worked

Client Number: \_\_\_\_\_ Client Name: \_\_\_\_\_  
 Company Number: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_ **Change Effective Date:** \_\_\_\_\_

**(Please note: For Proper audit PayData requires advance notice for company changes)**

Notes or Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_

Name of Accrual: \_\_\_\_\_

- Which earn codes should the accrued time off calculate from? \_\_\_\_\_  
 (If nothing is noted we will assume all earnings)  
 Common Earn codes in this group include: regular, sick, vacation, holiday, personal, bereavement, PTO/CTO, jury duty. You may want to build a custom group to ensure time is only accruing on the hours you expect it to. If you need a copy of your current earning codes please contact your CSR.
  - Do Employees have to work a minimum number of hours per pay period in order to accrue?  Yes \_\_\_\_\_ HRS  No
  - Which Earn Code(s) reduce bank balance? \_\_\_\_\_  
 Common Codes that would reduce the bank balance include: PTO/CTO, sick, personal. You may want to use only one code to reduce the bank or a group of multiple codes depending on how you track used hours and your policy. Please contact your CSR if you would like a full list of your current codes.
  - Does your accrual reset to zero? If the accrual to reset to zero, select one reset option.  
 No, Balances never zero      **or**       Yes, at Calendar year end      **or**       Yes, at Anniversary Date      **or**       Yes, at Date: \_\_\_\_\_
  - Does your maximum accrual reflect the maximum balance an employee can have at any time or is this the maximum amount an employee can earn throughout the accrual period?       Balance Max       Maximum Accrual
  - Show balances on checks?  Yes  No Show in:  Hours **or**  Days, How many hours in a day? \_\_\_\_\_  
 \*\*\*PayData recommends that you not show balances on checks until you are able to run the accrual through a couple payrolls to verify that the accrual plan is working as expected. Please be sure to review your TOA register regularly when a new accrual is set up. Please notify your CSR if you do not receive a TOA register with your payroll packet once the accrual is in place.
- Show:  Unused  Accrued-Unused  Accrued-Used  Accrued-Used-Unused  
 Is there a probationary period where time is accruing but not printing on checks?  Yes: number of months \_\_\_\_\_  No
- Show balances in Employee Self-Service ?  Yes  No Show balances in Time Clock  Yes  No  
 \*Please note if there is a probationary period on checks that period will apply in all locations available time off is reported
  - Should all new hires be set up for this accrual?  Yes  No: Client will need to identify eligible employees when submitting new hire paperwork or when the employee becomes eligible for time off accrual.
  - Please complete the chart showing your accrual levels & attach a copy of your company policy for verification of our setup.

Company Tenure	Time Period of Accrual	Rate	Total Annual Accrual	Carryover Max	Maximum Accrual
0 - 1 yr = 0 - 12 months	Weekly	0.0192	40 hrs	40 hrs	80 hrs
2 - 5 yr = 13 - 60 months	Weekly	0.0384	80 hrs	40 hrs	120 hrs

**Please attach a list of employees who are currently eligible for this accrual and their beginning balances. Please attach a copy of your accrual documentation as it appears in your employee handbook (if applicable).**

I agree to and authorize PAYDATA to make the above changes to our company set up.  
 Authorized client representative: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PayData use Only:**

**TOA Flag Flipped – Yes / No.**

**Report(s) Set-up: Yes / No**

**Setup New Earning/Deduction Code**

Indicate Type of Change (New / Change):

Code: \_\_\_\_\_ Code Type: \_\_\_\_\_ Description: \_\_\_\_\_

Special Taxation (Federal, State or Local): \_\_\_\_\_

Override W2 Box: \_\_\_\_\_ Override Rate/Calculation: \_\_\_\_\_ Annual Limit: \_\_\_\_\_

Add to ED Group: \_\_\_\_\_

General Ledger Number: \_\_\_\_\_ Add to Input Worksheet or E-Sheet:  Yes  No

Agency check:  Yes  No Payable to: \_\_\_\_\_

Add to Time clock and import function:  Yes  No

Add to Custom or Report Writer Report:  Yes  No Please specify all custom reports to be reviewed. \_\_\_\_\_

**Setup New Earning/Deduction Code**

Indicate Type of Change (New / Change):

Code: \_\_\_\_\_ Code Type: \_\_\_\_\_ Description: \_\_\_\_\_

Special Taxation (Federal, State or Local): \_\_\_\_\_

Override W2 Box: \_\_\_\_\_ Override Rate/Calculation: \_\_\_\_\_ Annual Limit: \_\_\_\_\_

Add to ED Group: \_\_\_\_\_

General Ledger Number: \_\_\_\_\_ Add to Input Worksheet or E-Sheet:  Yes  No

Agency check:  Yes  No Payable to: \_\_\_\_\_

Add to Time clock and import function:  Yes  No

Add to Custom or Report Writer Report:  Yes  No Please specify all custom reports to be reviewed. \_\_\_\_\_

**Is client being billed for changes?**  Yes  No **If yes, amount per pay period \$** \_\_\_\_\_ **Flat amount \$** \_\_\_\_\_

*For PayData use only:* Requestor: \_\_\_\_\_ CSR Rep: \_\_\_\_\_ Date Requested: \_\_\_\_\_

*Route form to all Departments for Review*

Priority:  High  Medium  Low

1 -CUST SVC: \_\_\_\_\_

Date Completed: \_\_\_\_\_

2 -CSR MGR: \_\_\_\_\_

Date Completed: \_\_\_\_\_

3 -CONVERSION: \_\_\_\_\_

Date Completed: \_\_\_\_\_

4 -FINANCE: \_\_\_\_\_

Date Completed: \_\_\_\_\_

The individual signing this document on behalf of a corporate party warrants that he or she has full authority to sign this document. Company acknowledges that receipt by PayData of a copy of the Agreement, by facsimile, shall constitute the legal equivalent, for all purposes, of receipt of an original Agreement. Company also acknowledges that PayData may require the use of an electronic signature procedure as an alternative method to obtain the execution of the Agreement of Company. Company agrees that the Agreement shall not be denied legal effect, validity or enforceability solely because an electronic signature or electronic record was used in its formation. Company agrees that PayData shall be entitled to rely on said facsimile Agreement, or said electronic signature, and further agrees to hold PayData harmless and indemnify PayData from any and all claims, injuries and damages, of any nature incurred or suffered by PayData as a result of its reliance upon said facsimile transmission or said electronic signature. This Agreement shall be construed and governed under the laws of Vermont