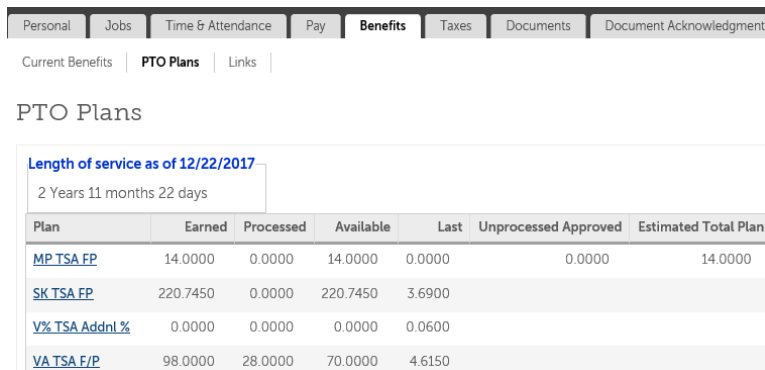


PTO Balance Synchronization Schedule

When paid time off values are altered or time off is taken by the employee, PTO (Paid Time Off) balances are updated in **PTO Plans balance view in Core (employee personal/job/pay records)** and the employee **Time off Calendar in the Time and Attendance module**. These locations are shown in the screenshots below. On the next page the schedule that the balance updates follow is explained.

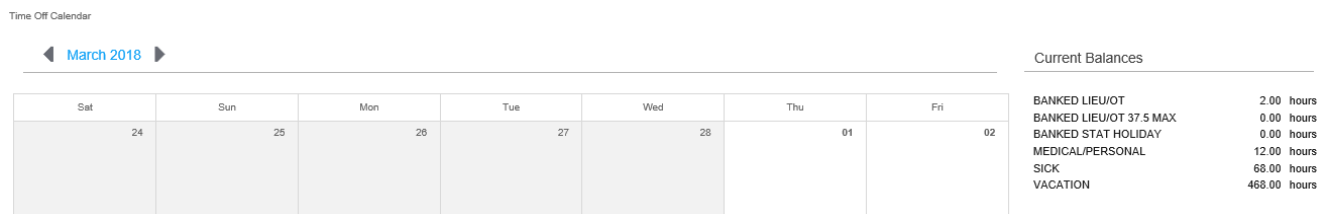
1. This is a **PTO Plans balance view in Core (employee personal/job/pay records)** that employees can see and an employee administrator can edit. This updates as time off is used, banked OT hours added and sick/vacation time is accrued.



The screenshot shows a navigation bar with tabs: Personal, Jobs, Time & Attendance, Pay, Benefits, Taxes, Documents, and Document Acknowledgment. The 'Benefits' tab is active, and 'PTO Plans' is selected. Below the navigation, it says 'Current Benefits | PTO Plans | Links'. The main heading is 'PTO Plans'. A box indicates 'Length of service as of 12/22/2017' is '2 Years 11 months 22 days'. Below this is a table with columns: Plan, Earned, Processed, Available, Last, Unprocessed Approved, and Estimated Total Plan.

Plan	Earned	Processed	Available	Last	Unprocessed Approved	Estimated Total Plan
MP TSA FP	14.0000	0.0000	14.0000	0.0000	0.0000	14.0000
SK TSA FP	220.7450	0.0000	220.7450	3.6900		
V% TSA Addnl %	0.0000	0.0000	0.0000	0.0600		
VA TSA F/P	98.0000	28.0000	70.0000	4.6150		

2. This is a PTO balance showing what values an employee has to draw from when asking for time off in the **Time off Calendar in the Time and Attendance module**. This updates as time off is used, banked OT hours added and sick/vacation time is accrued.



The screenshot shows a 'Time Off Calendar' for March 2018. The calendar grid shows days from Saturday 24 to Friday 02. To the right is a 'Current Balances' table.

Category	Balance
BANKED LIEU/OT	2.00 hours
BANKED LIEU/OT 37.5 MAX	0.00 hours
BANKED STAT HOLIDAY	0.00 hours
MEDICAL/PERSONAL	12.00 hours
SICK	68.00 hours
VACATION	468.00 hours

PTO Balance Synchronization Schedule	
When Employee submits Time Off Requests through Time Off calendar and the request is approved...	→ ...the PTO balances in the employee Time and Attendance time off calendar is updated immediately .
When Manager/timekeeper enters and manager approves a Time off request/lieu time by editing timesheet ...	→ ...the PTO balances in the employee Time and Attendance time off calendar is updated immediately .
When an Employee Administrator changes PTO balances in Core (employee records) ...	→ ...the change will show in the employee Time and Attendance time off calendar within 24 - 48 hours .
When a manager approves time off hours/lieu time on timesheet at end of pay period...	→ ...hours will be deducted, banked time added to the PTO balances in Core (employee records). ...and PTO balances in the employee Time and Attendance time off calendar are updated.
Any accrual rules ...	→ ...are calculated and added to the PTO balances in Core (employee records) at end of pay period. ...and PTO balances in the employee Time and Attendance time off calendar are updated.
<p>Accrual Example: Sick policy accrues 1 day per month/pro-rated per pay period. At the end of the pay period 100 hours of sick may change to 108 hours of sick in Core (employee records) and this will change the balance in Time and Attendance time off calendar.</p>	