Generic Accrual Code Assignment Instructions:

Step 1
- Open payroll, go to 'Employee Maintenance' and select the Benefit Accrual Balances page.

Step 2
- From the drop-down menu, choose the applicable employee.
- Enter the applicable code in the Generic Accrual Code Assignment field.

Step 3
- If you enter C1, F1 or A1, under 'Sick Available' key in 40 hours of sick minus any time that has been used this benefit year.
- **The 40-hour balance will pre-populate at the beginning of your designated benefit year and you will not need to manually enter 40 hours of sick.**
- If you enter C2, F2 or A2, under 'Sick Available' key in the number of sick hours the employee has earned since July 1st (**Divide total hours worked in July by 30).**
- If you enter C3, F3 or A3, and you don't already have accurate sick hours in the system, under 'Sick Available' key in the totals.

Step 4
- Click Save.

Step 5
- **Repeat on All Employees.**

| Step 1 | Steps 2, 3 & 4 |

Timing:
- Open your next payroll early enough to allow you sufficient time to populate the Generic Accrual Code Assignment on the Benefit Accrual Balances screen.
- This step must be done BEFORE you run the Accrual Administration as you close payroll.
- If you have not run the Accrual Administration before, please reference 'Quick Steps for Payroll with an Accrual.'

If you have questions or accidentally run the accrual before you populate the Generic Accrual Code Field, please **STOP** and **contact IOI Customer Service before going any further**. They may be able to help you undo and fix the balances before you close payroll. **Contacting IOI:** PH: 888.697.0021.