

Payentry Accrual Questionnaire



Company Name:

ACCRUAL FREQUENCY

Per Hour

Lump Sum on Anniversary

Other:

Per Pay Period

Lump Sum Accrual on Plan Start

PLAN DETAILS

When does the plan end?

Show balances on check stubs? YY Yes No

If yes, which codes?

Do balances clear? Yes No

Do balances carry over? Yes No

If yes, is there a maximum carry over amount?

Do new employees have a probation period? Yes No

If yes, when should the plan begin to accrue?

If yes, when should the employee be able to request off?

If an hourly accrual, is there a minimum or maximum number of hours worked? Yes No

If yes, please specify

If an hourly accrual, what earnings are used for the calculation?

If rate of accrual is based on length of service, please provide a breakdown below:

Max Hour Balance specifies the maximum number of hours an employee can have in their available accrual balance at one time.

Total Hours Max specifies the maximum number of hours the employee can accrue during the plan year.

>= Months	Hours Accrued	Max Hour Balances	Total Hours Max	Carry Over Hours

Thank you for completing the Payentry Accrual Questionnaire.
Please also provide a copy of your accrual policy to ensure accuracy.
We are committed to being your payroll partner, not just your provider.