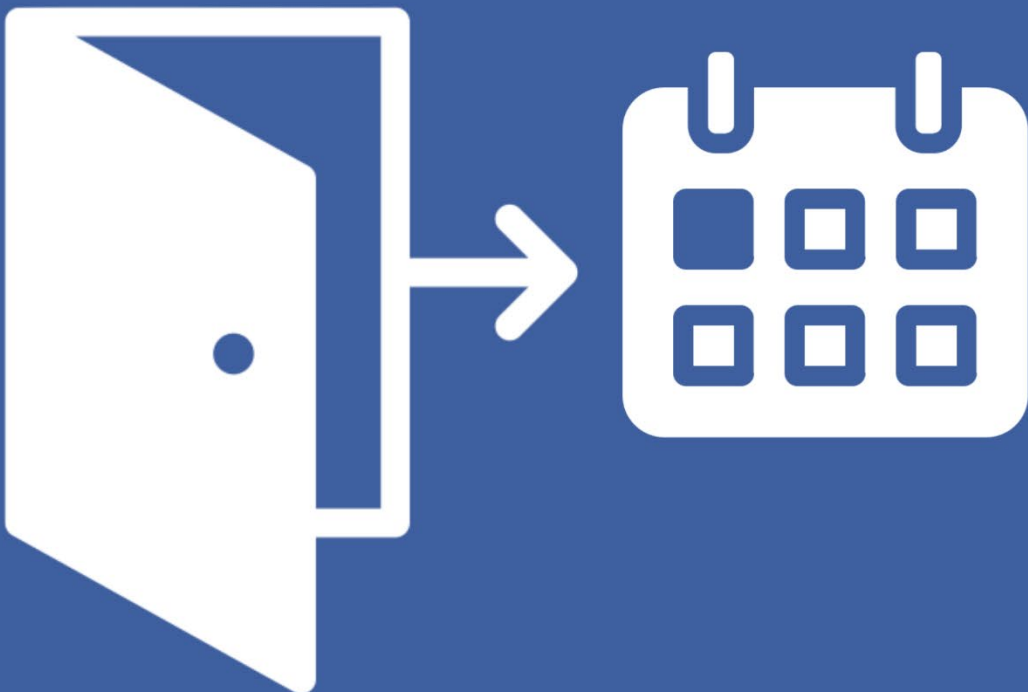




City of Fairfield

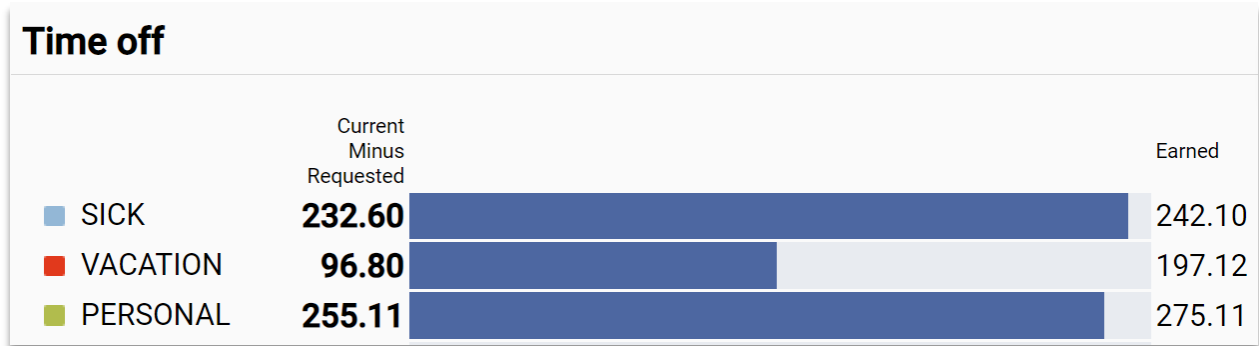


Understanding Accrual Balances in Tyler/ESS



Accrual Balances in ESS

After logging into ESS, you will see your current accrual bank balances on the main homepage, under **Time Off**:



Current Minus Requested: Your current accrual balance plus *any pending or future-dated accrual requests*.

Please note that this does **not** reflect your current accrual balance **today**. In the example pictured above, **the employee’s true vacation balance is 132.8 hours**, but the system is factoring in a future vacation request for 36 hours, reducing it down to 96.80 hours.

Earned: The total cumulative number of hours earned for a particular bank over the totality of your employment with the City. This is **NOT** the available balance in the bank.

Accrual Balances in Tyler

The following data is only accessible to gatekeepers/department admin personnel. If you are a standard employee looking for information regarding your accrual balances, please refer to your most recent paystub or reach out to your department admin for assistance.

From **Employee Inquiry** > **D Detail** > **Employee Accruals**, click on the accrual bank you wish to view. For this example, we will view an employee’s Vacation accrual. In the right-hand column, there are the following fields:

SOY Balance	160.1600
Available	132.8000
Pending	36.0000
Liability	5846.57

SOY Balance: **Start Of Year** balance contains the existing number of hours that were carried over at the start of the current calendar year.

Available: The current balance of hours in the bank **not** including any pending accrual requests.

Pending: The number of hours currently requested in Time Entry/ESS that have **not** been charged against the current available balance.

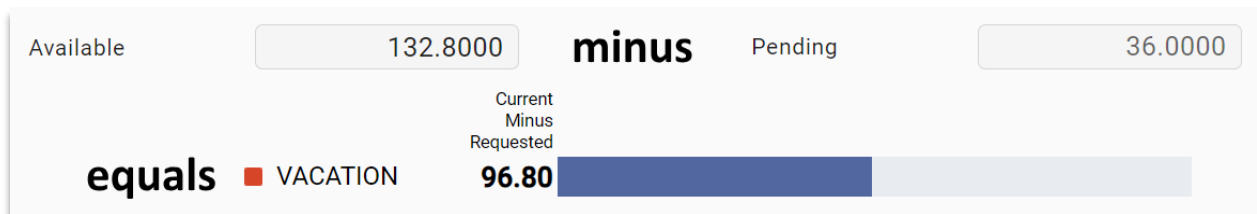
Liability: The estimated total dollar value of the currently available balance.

Below this, you can see a history of transactions on the bank. The last dated transaction can help you determine what requests have been processed for an employee, and what may still be pending for a future pay period:

History						
Start	End	Earned	Used	Running Balance		
05/31/2024 FRI	06/13/2024 THU	3.0800	.0000	132.8000		
05/17/2024 FRI	05/30/2024 THU	3.0800	.0000	129.7200		
05/03/2024 FRI	05/16/2024 THU	3.0800	.0000	126.6400		
04/19/2024 FRI	05/02/2024 THU	3.0800	.0000	123.5600		

Reconciling the Balances

As you may have noticed in the example screenshots above, the vacation bank balances in ESS & Tyler do not match. This is because ESS is doing some extra calculations based on the data we see in Tyler. Below is an illustration of the data included in the ESS calculation:



To arrive at the bank balance displayed in ESS, you must subtract the **Pending** hours from the **Available** balance on the bank.

Viewing Pending Accrual Requests

*Please note that if you have already created your batch and loaded time entry records in Time Entry, you may have moved records from **Employee Pending Time Entry** to **Time Entry**. You may find the time data you are looking for in **Time Entry** instead.*

To get more information about pending accrual requests, you can view time entry records for your department in **Employee Pending Time Entry**.

To refine your search, you should check “Y – YES” under the Absence field to locate only time off records and input the employee’s ID number.

The screenshot shows a search form with several fields. A red box highlights the 'Employee *' field. Another red box highlights the 'Absence *' dropdown menu, which is open and shows the following options: 'Y - YES' (selected with a blue checkmark), 'N - NO', 'S - SUB ONLY', and 'E - EXTRA SERVICE'. Other fields include 'From *', 'To *', 'Ext Emp Num', 'Department', and 'Activity'.

Each time record contains information about the pay code, quantity of hours, hourly rate, and total amount:

Pay *	306 ...	VACATION PAY		
Quantity		3.000	HOURLY	
Rate		53.5764	Amount	160.73

On the right-hand side, the record also contains information about the number of hours remaining in the back **after** the transaction is posted:

Accrual Balance	
VACATION	43.5400

Clicking on the **Audit** tab also shows where a particular request is in workflow. Clicking the **Approvers** button also provides detailed information on where a time request is in workflow:

The screenshot shows a workflow interface. A red box highlights the 'Audit' tab. Another red box highlights the 'Status' dropdown menu, which is open and shows the option 'N - NOT RELEASED'. A third red box highlights the 'Approvers' button. Other buttons include 'Approve', 'Reject', 'Hold', and 'Forward'.