

# Reconciling TimeClock Plus Accruals with Oracle Leave Balances

TimeClock Plus does not keep a complete record of leave accruals. Instead, leave is accrued in the Oracle HR system and the total balances are imported to TimeClock Plus daily in a way that makes the employee's remaining balances accurate. To check that an employee's leave accruals in Oracle match those in TimeClock Plus, follow the steps below.

1. Run the Leave Balances Report using Employee Self-Service in Oracle. This will display the current sick and annual leave balances. Accruals are run on the sixth of each month, so leave accrued in March will appear on April 6, for example.
2. Note the date: leave taken is imported to Oracle between the 15<sup>th</sup> and 20<sup>th</sup> of each month for monthly employees and on the Wednesday following the end of each pay period for bi-weekly employees. If leave was approved for March in TimeClock Plus but does not appear on the Leave Balances report, it has not been imported to Oracle yet. For the monthly employee below, March accruals have run, but March leave taken has not been imported yet:

Annual Leave				
	Earned	Taken	Bal Hrs	Bal Days
Begin Balance			0.00	0.00
July	0.00	0.00	0.00	0.00
August	215.97	32.00	183.97	23.00
September	16.00	8.00	191.97	24.00
October	16.00	0.00	207.97	26.00
November	16.00	14.50	209.47	26.18
December	16.00	16.00	209.47	26.18
January	16.00	8.00	217.47	27.18
February	16.00	6.00	227.47	28.43
March	16.00	0.00	243.47	30.43
April	0.00	0.00	243.47	30.43
May	0.00	0.00	243.47	30.43
June	0.00	0.00	243.47	30.43
YTD Totals	327.97	84.50	243.47	30.43

3. Check the accrual balances in TimeClock Plus. Click View → Accruals in TimeClock Plus. Make sure that “Select forecast date” is set to the current date:

## ACCRUALS

VIEW

REQUESTS

Select forecast date  Update

Showing 3 records of 3

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	245.4700	0.0000	0.0000	58.0000	187.4700
Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000
Sick Leave	256.0900	0.0000	0.0000	0.0000	256.0900

4. Notice in this example that neither the “Accrued” column nor the “Remaining” column match the Annual Leave “Earned” or “Bal Hrs” total in the Leave Balances report. That’s because of the approved leave in TimeClock Plus that isn’t accounted for in Oracle yet. To see these approved leave hours, click on View → Hours:

VIEW		REQUESTS	
Hours	Last Punch	Accruals	Messages

5. This displays a week by week view of approved leave (and time worked, for FLSA non-exempt employees). Navigate between the weeks to see the leave taken that isn’t in Oracle yet. In this example, no leave taken has been imported for March or later, and there are 56 total Annual Leave hours approved between March 1 and the current date (April 12 in this example). The week total for the first week here is 18 hours, but only 16 of those hours were for March.

Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
2/28/2018 2:30 PM	<< Time sheet >>	2:00	2:00	2:00		1 - Annual Leave
3/1/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00		1 - Annual Leave
3/2/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00	18:00	1 - Annual Leave
3/15/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00		1 - Annual Leave
3/16/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00	16:00	1 - Annual Leave
3/19/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00		1 - Annual Leave
3/20/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00		1 - Annual Leave
3/21/2018 8:00 AM	<< Time sheet >>	8:00	8:00	8:00	24:00	1 - Annual Leave

6. The ending balance for Annual Leave from the Leave Balances report is 243.47 hours. Subtract the 56 hours that are approved in TimeClock Plus but not imported to Oracle:  $243.47 - 56 = 187.47$ . This is exactly the amount shown in the Remaining column in TimeClock Plus’s Annual Leave accruals:

## ACCRUALS

Select forecast date  

Showing 3 records of 3

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	245.4700	0.0000	0.0000	58.0000	187.4700
Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000
Sick Leave	256.0900	0.0000	0.0000	0.0000	256.0900

7. The Accrued, Accrual Forecast, Used, and Used Forecast columns should all be ignored for Annual Leave and Sick Leave. The integration is designed to ensure that the Remaining column is accurate.
8. In summary, the Leave Balance Report’s “Bal Hrs” minus all approved leave in TimeClock Plus (up to the forecast date) that isn’t in Oracle yet should equal the Remaining accrual balance in TimeClock Plus.