PTO Accruals and Job Data Changes

Changes to employee status can affect Paid Time Off (PTO) and Vacation accruals. This guide explains the effect that Job Data actions will have on accruals.

The changes noted affect only the accrual for the month of the action.

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Employee Becoming Active in M-Pathways (hire, return from leave)

Employee appointment active the 1st through the 10th of the month: Full accrual
Employee appointment active the 11th through the 20th of the month: Half accrual for that month
Employee appointment active the 21st through the end of the month: No accrual for that month

Employee Going Inactive in M-Pathways (terminating, starting leave)

Employee appointment inactive the 1st through the 10th of the month: No accrual for that month
Employee appointment inactive the 11th through the 20th of the month: Half accrual for that month
Employee appointment inactive the 21st through the end of the month: Full accrual

Employee Changing Standard Hours (effort change)

Employee appointment change effective the 1st through the 10th of the month: Full accrual based on new FTE
Employee appointment change effective the 11th through the 20th of the month: Half accrual based on previous FTE, half accrual based on new FTE
Employee appointment change effective the 21st through the end of the month: Full accrual based on previous