

ACCRUALS

FOR TIME OFF BANK BALANCES

ABOUT

PAYROLL > CONFIGURE PAYROLL

To begin you will navigate to [ePro Scheduler > Payroll > Configure Payroll > Configure Employee Class or Configure Eligibility Rules](#). From there you can begin setting up the automation for automatic accrual during payroll closeout.

By default, you have access to PTO or Vacation and Sick bank types. Creating custom time off banks requires a setting to be enabled by your CSM. If you would like more information about this, please contact support for assistance.



ALLOWS AUTOMATION

Each time you close out your payroll, the time off banks will update with any deductions or accruals automatically.



CUSTOM BANKS

You can even add custom time off banks if you need something out side of the PTO or Vac / Sick types that are more common.



EMPLOYEE ACCESS

Allowing your employees access to view their current time off bank balances can help reduce headaches for your payroll team.

GET IN TOUCH:

Email us at support@ecoresoftware.com

Call us at (866) 240-6996

Chat with us at <https://support.ecoresoftware.com>

OFFICE HOURS:

Monday - Friday | 7AM to 5:30PM CST