Posting accrued time

Overview

Use **Post accrued time** on the Time Accrual screen to post the accrued time that the grid shows as timecards for a task date you choose. Use a task date in the month the time accrued in.

If employees would exceed the maximum balance for an accrued pay type, IRIS10 opens the **Confirm Time Accrual Posting** window so you can review them before the post continues. After the post, a message and a notification report the result.

Before you begin

- You are signed in to IRIS10.
- Your access level for the Time Accrual screen lets you post. See Security Administration: access levels by user.
- Time accrual records exist on the Time Accrual screen in the Cost Accounting portal.

Posting uses the records the grid currently shows, and only active records are posted. To filter the grid, see Grid filters.

Procedure

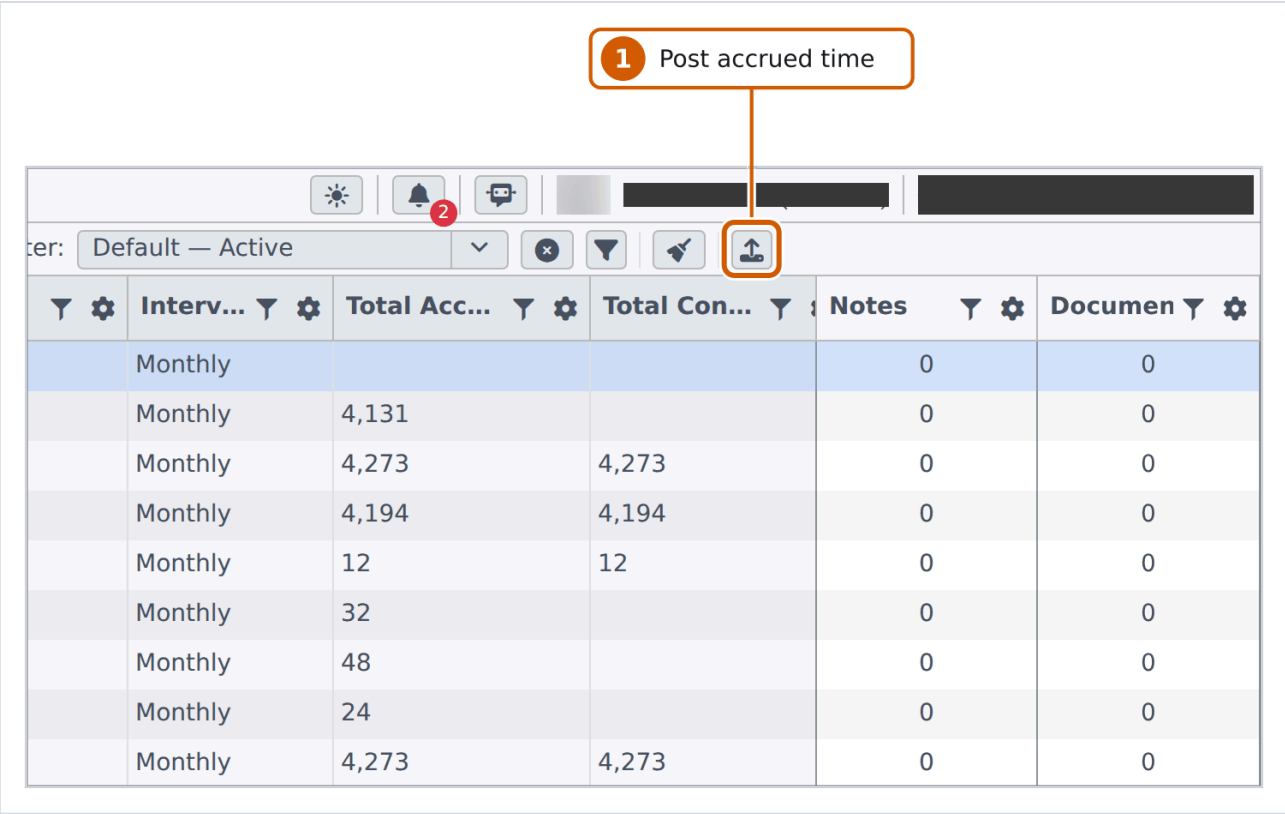
Post accrued time

1. Open the Time Accrual screen in the Cost Accounting portal. The Time Accrual grid opens, sorted by most recently updated first.

   > **Note:** The screen must be enabled for your user in security administration.

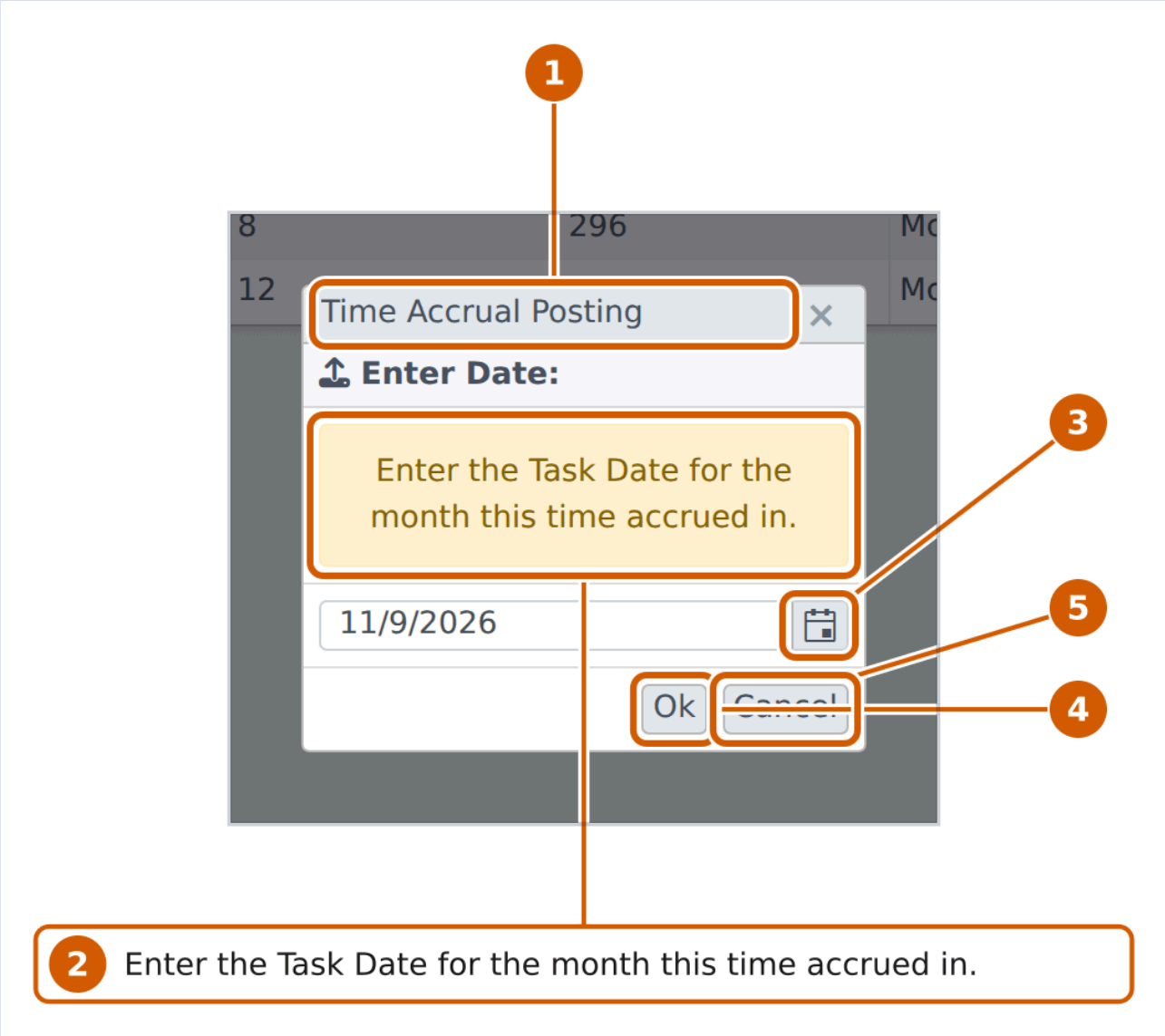
2. Use the grid filters so the grid shows only the accrual records you want to post. See Grid filters. Only the records the grid currently shows are included in the post. Of these, only active records are posted.
3. On the grid toolbar, click **Post accrued time**. The **Time Accrual Posting** window opens with the warning "Enter the Task Date for the month this time accrued in." If the grid has no records, the message "There are currently no time accrual records available for posting." appears instead and no window opens.

   > **Note:** Posting requires access level 4 on the Time Accrual screen.



The Time Accrual screen. Post accrued time on the toolbar starts posting for the records the grid shows.

1. **Post accrued time** – Posts the records currently shown by the grid filters.



The Time Accrual Posting window. Enter the task date for the month the time accrued in, then click Ok.

1. **Time Accrual Posting**
2. **Enter the Task Date for the month this time accrued in.**
3. **Select date** – Defaults to today's date.
4. **Ok**
5. **Cancel** – Closes the window without posting.

4. In the date box, enter the task date. Use a date in the month the time accrued in. The date box is required and defaults to today's date.

> **Note:** To pick the date instead, click **Select date**.

5. Click **Ok**. IRIS10 checks the records without changing any data.
   - If the date is missing or invalid, "Please enter a valid task date for posting." appears and posting stops.
   - If no employee would exceed a maximum balance, a message asks "Are you sure you want to post the time accrual for the task date: <date>".

- If some employees would exceed a maximum balance, the **Confirm Time Accrual Posting** window opens. Continue with Respond to the Confirm Time Accrual Posting window.

6. In the "Are you sure" message, confirm to post. The windows close and "Time accrual posted." appears.

> **Note:** If you cancel in the "Are you sure" message instead, the posting window closes and nothing is posted.

Respond to the Confirm Time Accrual Posting window

1. Read the warning and the list of employees in the **Confirm Time Accrual Posting** window. The window lists each record where Current Balance plus Accrued Hours would exceed Max Hours, sorted by Full Name. The list is read-only.
2. Optional: click the Excel export button on the list toolbar. See Data grid overview and basics. The list is saved as an Excel file named `MaxBalanceEmployees.xlsx`.
3. Click **Yes** to continue the post. The post continues and includes the listed employees.

> **Note:** Clicking **No** also continues the post. Clicking **Cancel** closes both windows and nothing is posted.

4. Wait for the result message. On success, the windows close and "Time accrual posted." appears. If the post is rejected, the windows close and the reasons are listed in a message.

Reference

Confirm Time Accrual Posting columns

COLUMN	MEANING
Full Name	Employee who would exceed the maximum balance.
Pay Type	Accrued pay type of the record.
Max Hours	Maximum hours set on the accrual record.
Current Balance	Employee's current balance for the pay type.
Accrued Hours	Hours this post would add.
New Balance	Current Balance plus Accrued Hours.

What each posted record creates

TIMECARD FIELD	VALUE
Task date	The task date entered in the **Time Accrual Posting** window.
Activity, employee, pay type	Copied from the accrual record.

TIMECARD FIELD	VALUE
Hours	The accrual record's Hours.
Comment	The accrual record's Comments; if it has none, `Posted from Time Accrual screen`.
Created / updated by	The user who ran the post.

Messages

MESSAGE	WHEN IT APPEARS	WHAT TO DO
There are currently no time accrual records available for posting.	The grid, or its current filter, shows no records.	Change or clear the grid filters and try again.
Please enter a valid task date for posting.	**Ok** was clicked with a missing or invalid task date.	Enter a valid date and click **Ok** again.
Are you sure you want to post the time accrual for the task date: <date>	No employee would exceed a maximum balance.	Confirm to post or cancel to stop.
Time accrual posted.	The post finished successfully.	None. Check your notifications.
You can not affect a tenant you are not logged into	The records belong to an organization you are not signed in to.	Sign in to the correct organization and try again.
Unable to validate time accrual due to a technical error. An email has been sent to support.	A technical error happened while checking the records.	Try again later or contact support.
Unable to post time accrual due to a technical error. An email has been sent to support.	A technical error happened while posting.	Try again later or contact support.

Post notification text

See Notifications for where the notification appears.

OUTCOME	NOTIFICATION TEXT
Success	Accrued time post finished with no errors.
Post failed	Accrued time post did not finish. Try again or contact support.

Tips and notes

> **Important:** Posting uses every record the grid currently shows, not only selected rows. Filter the grid before you click **Post accrued time**.

> **Note:** Inactive accrual records are not posted even if the grid shows them.

> **Tip:** The task date defaults to today. Change it to a date in the month the time accrued in before clicking **Ok**.

> **Tip:** Export the **Confirm Time Accrual Posting** list to Excel before you choose, so you have a record of who was over the maximum balance.

> **Note:** In **Confirm Time Accrual Posting**, only **Cancel** stops the post; **Yes** and **No** both continue it.

> **Note:** If the post is rejected, no notification is sent; the reasons appear only in the on-screen message.

Related topics

- Posting timecards
- Notifications
- Grid filters
- Security Administration: access levels by user
- Cost Accounting screen tools
- Data grid overview and basics