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 15th and 20th 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 Table](image)

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

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.

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:

7. The Accured, 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.