

# ACCRUAL FLOW



A step-by-step guide to the Accrual Flow  
in Netchex

# Must Haves for Accruals

There are several necessary components when it comes to accrual flow and getting it right. When it comes to requested time-off, there are a few commandments to live by:

- ✓ Requested time-off is approved prior to beginning payroll
- ✓ All employees are set up in Time and Attendance with a timecard
- ✓ Choose the proper pay period start/end dates when processing payroll
- ✓ Move to Pay even for salary employees

## Accrual Flow

A step-by-step guide to the accrual flow:

