

# Manually Updating Accruals

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When you need to run and update accruals outside of payroll prep (for example, when you have manually edited an employee's accrual balances), follow the steps below.

This would be useful for scenarios like when an employee didn't have an updated starting date set and they weren't getting their accruals for X amount of time, or if you move an employee from one Accruals Profile to another because of a change of status (Part Time to Full Time) and that change needs to be retroactive. In this case you would need to be able to zero out and execute the accruals.

If an employee's accrual balances have not been manually changed in any way, you do not need to run them, you can wait until payroll prep to finalize all accruals: see the Accruals steps in [Processing Payroll](#) and [Working With Timesheets](#).

## START HERE

1. From the Accruals Balances page, select employees and then click **EXECUTE ACCRUALS**. Then set your calculation rules and click **EXECUTE**.

The screenshot shows the 'würk' interface for 'Accruals Balances'. A table lists employees with columns for Employee ID, First Name, Last Name, Time Off, Start Date, Updated To Date, Hours Taken YTD, Hours Scheduled, and Hours Remaining. A dialog box titled 'Execute Accruals Rules' is open, showing options for 'Up To Date' (Today, 1st of this Month, 1st of Next Month, Calendar Date, Apply Carry Over) and 'Set calculation rules' (Next, Anniversary). The 'EXECUTE' button is highlighted.

2. The screen updates to show the updated results for the employees you chose.

The screenshot shows the 'würk' interface for 'Processing Accruals (Results)'. A table displays the results for the selected employees, including columns for Employee ID, First Name, Last Name, Employee EIN, Result Has Errors, Range Covered, Date Used As Start Date, Start Date Value, PTO, Errors, and Hours Accrued.

Employee Id	First Name	Last Name	Employee EIN	Result Has Errors	Range Covered	Date Used As Start Date	Start Date Value	PTO	Errors	Hours Accrued
00128	Kenton	Clarkson	Cann/Deliver		02/23/2020-03/05/2020	Started	2001/04/05	Personal		3.60
00128	Kenton	Clarkson	Cann/Deliver		02/23/2020-03/05/2020	Started	2001/04/05	Sick		1.20

3. This information will automatically update in the Employee profile as well.

The screenshot shows the 'würk' system interface for editing an employee's record. The sidebar on the left contains a menu with 'Employee information' highlighted. A callout box points to this menu item with the text: 'Open an employee's record and scroll to this area'. The main content area shows the 'Edit Employee' page for 'Employee: Harold Larkin (Cann/Deliver) (00126)'. The 'Accruals' section is visible, displaying a table of accrual data.

	TIME OFF	ACCRUED TO	Hrs: Days:	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
10/23/2019 - 10/23/2020	Personal	02/23/2020	Hrs: 97.70 Days: 12.21	0.00	0.00	97.70 12.21	0.00	0.00
10/23/2019 - 10/23/2020	Sick	02/23/2020	Hrs: 21.90 Days: 2.74	0.00	0.00	21.90 2.74	0.00	0.00