

# PTO Assigning Policies to Employees

Last Modified on 07/14/2023 8:00 am MDT

Reports > Employee Accrual Policies Assignment

## Reports

[Set Range to Last Pay Period was M](#)  
[Set Range to Current Pay Period is M](#)

Employee Accrual Policies Assignment  to    
Workday start time is 4:00am

Options

Policy Filter  Primary / Working Filter  History Range

Filter on intended payroll group, and press **Show Report**

- All Payroll Groups
- None
- Alameda
- Cottle Road
- Kings Road
- Kooser Road
- Pleasanton
- Rose Garden
- Stevens Creek
- Willow Glenn

Assign Policy, Start Hours, and Policy Start Date. (Hire date will populate from Payroll import if applicable)

Commissary - TEAM: Commissary Schedule

Stelly, **Ajax** Alexis

PTO Policy:

Override Starting Hours:   Consider Accrued Hours Policy

Override Start Date:   End Date:   Hired Date:

NOTE: Teamwork is provide initial import. Please provide an excel roster of employee balances.