

# Clarity - Vacation Pay not showing up on Paycard

## **Problem:**

An employee has been assigned 4% vacation pay, but it is not showing on their paycard. What did I do wrong?

## **Causes:**

In this situation, one of two things has been setup incorrectly. Either the employee's Master Paycard is setup incorrectly, or the category has not been marked as active in the 'Select Pay Period' section.

## **Solution:**

### **To verify the Master Paycard setup:**

Steps:

1. Go to Employees > Master Paycard.
2. Highlight the employee you wish to change from the List Tab, and click on Accrual Tab.
3. Make sure the Vacation Payroll category appears in the list if not you can add it using the Add Accrual button.
4. If the category appears in the list but the Active Flag is unchecked then Check Off the flag to Activate the category.

### **To verify that the category has been selected on the Select Pay Period screen:**

1. Go to Payroll > Select Pay Period.
2. Select the proper Payroll group.
3. You will see a list of Categories. On the Accrual Tab make sure the Vacation category has been selected.

Once these criteria have been met, Vacation will show up on the necessary paycards.