

Customer Support Guide

Rounding



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Package	Version	Date
HCM	16.09	02/12/2016
	19.15	04/07/2017
	21.6	11/01/2018

Purpose

This guide explains the different types of rounding options available in Sage People. For detailed information please refer to the HCM Configuration guide which is in the Sage People Online Help. Please select the link below.

[Sage People User Manuals](#)

Rationale

Accrued balances In the HR Manager portal are rounded by default to two decimal places. However, in WX accrued balance rounding can be switched on or off. These setting are defined in the **Absence Accrual Detail Page** on an **Absence Rule** and the different types of rounding options are defined in this guide.

In my example, I wish to round up to the nearest value above. Therefore, if an employee has accrued 17.08 vacation days I wish this to be displayed in WX as 17.50.

Rounding process

Locate the **Absence Accrual Pattern** the employee is assigned to, this is defined in the Policy.

Absence Accrual Pattern
UK Absence

Absence Accrual Rules (4)

Absence Accrual Pattern Detail Edit Delete Clone Sharing Export

Absence Accrual Pattern Name UK Absence

Rate Units Day

Inherits From

Edit Delete Clone Sharing Export

Absence Accrual Rules New Absence Accrual Rule Absence Accrual Rules Help

Action	Absence Accrual Rule Name	Type	Reason	Default
Edit Del	2014.12.#10	Vacation	Holiday	<input checked="" type="checkbox"/>
Edit Del	2014.12.#9	Absence	Jury Service	<input checked="" type="checkbox"/>
Edit Del	2014.12.#8	Absence	Maternity	<input type="checkbox"/>
Edit Del	2014.12.#7	Absence	Sickness	<input checked="" type="checkbox"/>

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Select the hyper link of the rule you want to add rounding to, in my example I am selecting the Vacation rule. With the **Absence Accrual Rule Detail** page scroll down to the **Rounding Mode** section.

 Absence Accrual Rule
2014.12 #10

[Absence Accrual Seniorities \[1\]](#)

Absence Accrual Rule Detail

[Edit](#) [Delete](#) [Clone](#)

Absence Accrual Pattern	UK Absence
Absence Accrual Rule Name	2014.12 #10
Default	<input checked="" type="checkbox"/>
Type	Vacation
Reason	Holiday
Base Date	?
Additional Fieldset	
Is Paid	<input type="checkbox"/>

▼ Reset Rules

Reset Day	1
Reset Month	Jan
Rate Per	Month
Reset On Service Anniversary	<input type="checkbox"/>
Seniority Change On Reset	<input type="checkbox"/>
Zero Negative Accrual On Reset	<input type="checkbox"/>

▼ Pro Rata Setup

Front Load	<input type="checkbox"/>
Start Part Period	Full
End Part Period	Full

▼ Carry Over / Rolling Months

Carry Over Months	3
Rolling Months	?

▼ Accrual Rules

Accrue During Paid Absence	Full
Accrue During Unpaid Absence	Full
Use Accrual From Previous Year	<input type="checkbox"/>

▼ Rounding Mode

Use Rounding	<input type="checkbox"/>
Rounding Mode	?
Rounding to Nearest	

Within the **Absence Accrual Rule Detail** page select the **Edit** button.

Absence Accrual Rule Detail

[Edit](#) [Delete](#) [Clone](#)

Absence Accrual Pattern	UK Absence
Absence Accrual Rule Name	2014.12 #10
Default	<input checked="" type="checkbox"/>
Type	Vacation
Reason	Holiday
Base Date	
Additional Fieldset	
Is Paid	<input type="checkbox"/>

▼ Reset Rules

Reset Date

Scroll down to the **Rounding Mode** section;

Use Rounding select the checkbox

Rounding Mode select **Ceiling**

Rounding to Nearest type 0.5

Select **Save**.

Rounding Mode	
Use Rounding	<input checked="" type="checkbox"/>
Rounding Mode	Ceiling
Rounding to Nearest	0.5
Adjustment Rules	
Adjust Date For ETE	

Use Rounding checkbox

This checkbox switches rounding for accrued balances on or off, for display in WX.

If checked, accrued balances are rounded in WX as defined by **Rounding to**

Nearest and **Rounding Mode**.

If unchecked, accrued balances are displayed as calculated with no rounding applied.

Rounding Mode

Picklist. Use **Rounding** must also be checked for **Rounding Mode** to be used. **Rounding Mode** and **Rounding to Nearest** define how balances are rounded in WX. Select from:

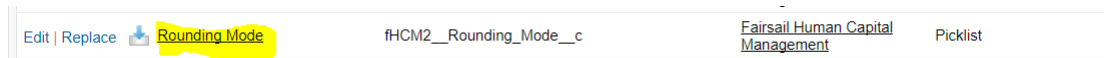
- **None**
Rounding is not used.
 - **Ceiling**
Rounds up to the nearest value above, defined by Rounding to Nearest. For example:
Rounding to Nearest 0.5: Rounding to Nearest 0.25:
 - 9.11 is rounded to 9.5
 - 20.37 is rounded to 20.5
 - 9.11 is rounded to 9.25
 - 20.37 is rounded to 20.5
 - **Floor**
Rounds down to the nearest value below, defined by Rounding to Nearest. For example:
Rounding to Nearest 0.5: Rounding to Nearest 0.25:
 - 9.11 is rounded to 9.0
 - 20.37 is rounded to 20.0
 - 9.11 is rounded to 9.0
 - 20.37 is rounded to 20.25
-
- **Half Up**
A tie-breaking mode. Rounds to the nearest neighboring value, defined by Rounding to Nearest. When the unrounded value is mid-way between values, rounds up to the nearest value above. For example:
Rounding to Nearest 0.5:
 - 9.11 is rounded to 9.0
 - 20.37 is rounded to 20.5
 - 15.25 is rounded to 15.5
 - **Half Down**
A tie-breaking mode. Rounds to the nearest neighboring value, defined by Rounding to Nearest. When the unrounded value is mid-way between values, rounds down to the nearest value below. For example:
Rounding to Nearest 0.5:
 - 9.11 is rounded to 9.0
 - 20.37 is rounded to 20.5
 - 15.25 is rounded to 15.0
- Both **Half Up** and **Half Down** round to the nearest neighboring value, which can be above or below the unrounded value, except when the unrounded value falls mid-way between neighboring values.

If any of the rounding modes are not available, you will need to add them to object **Absence Accrual Rule**.

Navigate to Setup, App Setup, Create Objects

Select the object **Absence Accrual Rule**

Scroll to the custom field **Rounding Mode** and select the hyperlink



Scroll to the **Values** section and select the **New** button

The 'Values' section contains a table with the following data:

Action	Values	API Name	Default	Chart Colors
Edit Del Deactivate	None	None	<input checked="" type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Nearest Half	Nearest Half	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Down To Half	Down To Half	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Up To Half	Up To Half	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Nearest Integer	Nearest Integer	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Down To Integer	Down To Integer	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Up To Integer	Up To Integer	<input type="checkbox"/>	Assigned dynamically
Edit Del Deactivate	Ceiling	Ceiling	<input type="checkbox"/>	Assigned dynamically

Enter the name of the missing Rounding Mode, in this case **Floor**, select **Save**

The 'Add Picklist Values' dialog box is titled 'Rounding Mode'. It contains the following text:

Add one or more picklist values below. Each value should be on its own line and it is used for both a value

If a value matches an inactive value's API name, that value is reactivated with its previous label.

If a value matches an inactive value's label but not the API name, a new value is created.

The input field contains the text 'Floor'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Rounding to Nearest

This is a decimal value and must be a value with a whole number reciprocal. For example;

- 0.1, giving a reciprocal of 10, and rounding accrued balances to a tenth.
- 0.2, giving a reciprocal of 5, and rounding accrued balances to a fifth.
- 0.25, giving a reciprocal of 4, and rounding accrued balances to a quarter.
- 0.5, giving a reciprocal of 2, and rounding accrued balances to a half.
- 0.3, 0.4, and all values above 0.5 are **not valid** for **Rounding to Nearest**.

Direction of rounding is controlled by **Rounding Mode**.

Related Documentation

[Creating Absence Accrual Patterns and Rules](#)