# Thank you for contacting Rise Client Support!

Below you will find an eligibility checklist and HR mapping to enable Time off to Payroll for your organization.

Download and fill out the below details and send us your completed template at support@risepeople.com, and a member of our team will be able to assist you.

**Step 1:** Enter the below information.

Organization/Company Name:

Start Date for Next Upcoming Pay Period:

**Step 2:** Check your eligibility. To assist us, please complete the checklist below.

| | | |
|---|---|---|
| ☐ | My organization has employees who work in multiple departments (ex. Employee A works in the Marketing and the Sales department, and has two departments assigned in Rise Payroll). | This feature will unfortunately not work for your organization |
| ☐ | My organization does not allow negative accrual values in payroll (i.e. employees cannot take time off before it is earned). | This feature will unfortunately not work for your organization |
| ☐ | My organization has an unlimited vacation policy | This feature may work for your organization |
| ☐ | My organization has some employees who work a different number of hours per day compared to other employees (ex. Employee A works 8 hours/day, but Employee B works 7 hours per day). | This feature may work for your organization |
| ☐ | My organization has multiple (more than 1) accounts in Rise Payroll, but one account in Rise HR. | This feature will work for your organization |

**Step3:** Let us know how your Time Off policies in Rise HR should map to your payroll instructions in Rise Payroll.

- List all your time off policies in the first column, and associated payroll instructions in the additional columns.
- Add more rows as required.
- If an employee takes time off in a given pay period, verify the payroll instructions where the hours would need to be adjusted within the Rise payroll input sheet.

| Rise HR | Rise Payroll | | | |
|---|---|---|---|---|
| **Time Off Policy Name** | **Incremental payroll instruction (Hourly Employees)** | **Incremental payroll instruction (Salary Employees)** | **Decremental payroll instruction (Hourly Employees)** | **Decremental payroll instruction (Salary Employees)** |
| *Ex. 2 Week Vacation* | *Vacation Pay Taken (Hourly)* | *Vacation Pay Taken (Salary)* | *Regular Hourly Pay* | *Regular Salary Pay* |
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To learn more about TOTP, read our **How to automate Time Off Sync** article.