

## View and Application of Accruals

### Viewing Current Leave balance:

Log in to Self Service, click the Administration tab. Under HR Inquiry, click Vacation/Sick Report, and then the tab for Employee and enter information.

Here you can view an employee leave balances, as currently as the last payroll month processed.

<b>Title:</b>	PA62 Human Resources Specialist III	<b>Family Caregiving As Of:</b>	08/31/2010
<b>Vacation Anniversary Date:</b>	01-FEB-1993	<b>Family Caregiving Prior Yr Bal:</b>	40.00
<b>Vacation Accrues at Rate of:</b>	16.000 Hours Per Month	<b>Family Caregiving Curr Yr Allowed:</b>	40.00
<b>Total Max Vacation Accrual:</b>	480.0 Hours	<b>Family Caregiving Leave Taken:</b>	0.00
<b>Adoption Leave Taken:</b>	0.00	<b>Family Caregiving Curr Bal:</b>	80.00
<b>Sick Lv Accrues at Rate of:</b>	12.00 Hours Per Month		

  

	Vacation	Sick Leave	Reg Comp	Hol Comp
Banked:	0.000			
Carried Forward As Of: 01-AUG-2010	458.000	810.10	0	0
Added For Month Of: AUG-2010	16.000	12.00	0	0
Used During Month Of: AUG-2010	16.00	0.00	0	0
Sick Leave Trf to Vac:	4.00	12.00		
Available As Of: 01-SEP-2010	462.000	810.10	0	0

  

CD	MO	DAY	HOURS	CD	MO	DAY	HOURS	CD	MO	DAY	HOURS	CD	MO	DAY	HOURS	CD	MO	DAY	HOURS
01	01	26	8.0	ST	02	28	12.0	01	04	09	4.0	01	05	28	8.0	VA	06	30	16.0
01	01	27	8.0	VA	02	28	16.0	01	04	16	4.0	ST	05	31	12.0	VT	06	30	4.0
01	01	28	8.0	VT	02	28	4.0	01	04	23	1.5	VA	05	31	16.0	01	07	16	0.5
01	01	29	8.0	01	03	05	4.0	01	04	30	4.0	VT	05	31	4.0	01	07	19	1.5
ST	01	31	12.0	01	03	19	4.0	ST	04	30	12.0	01	06	04	2.0	01	07	26	8.0
VA	01	31	16.0	01	03	26	4.0	VA	04	30	16.0	01	06	11	1.5	01	07	27	8.0
VT	01	31	4.0	ST	03	31	12.0	VT	04	30	4.0	01	06	18	4.0	01	07	28	8.0
01	02	01	8.0	VA	03	31	16.0	01	05	07	4.0	01	06	24	2.0	01	07	29	8.0
01	02	02	8.0	VT	03	31	4.0	01	05	14	4.0	01	06	25	8.0	01	07	30	8.0
01	02	03	3.0	01	04	02	4.0	01	05	27	4.0	ST	06	30	12.0	ST	07	31	12.0

  

% of Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Sick Leave													
Vacation	32	19	12	17.5	20	17.5	42	16					176
Other													

### Application and Exhaustion of Accruals (Completed before processing leave of absence):

Employees have access to leave sick leave and vacation accruals on the 1<sup>st</sup> of the month following the month earned. For example, November's leave accruals are available to be used on December 1<sup>st</sup>. As long as sufficient paid leave accruals are available, appropriate payroll codes are used in accordance with the employee's classification and university policy/practice.

If an employee is absent and will exhaust available paid leave accruals, a leave of absence must be processed for full days or more, prior to payroll cut off, to prevent overpayment. The Vacation/Sick Report above, as well as department attendance information if necessary, can be used to determine date of exhaustion. Note: Leave accrues for each day an employee is in pay status when scheduled, but not for full days of absence. If an employee is not in full pay status for months following the Vacation/Sick Report, it may be necessary to estimate earned accruals. See the FSDS website for more information regarding leave of absence transactions.

Exceptions: If the employee has had a work injury, has catastrophic leave donations, or has applied for Long Term Disability, leave accruals are applied up to the current day before processing a leave of absence. If an employee is exhausting leave accruals due to a work injury, Worker's Compensation will complete time records; for catastrophic leave donations and LTD, University Payroll or Benefits is available to assist with questions on how to apply accruals and any donations.

If accruals are exhausted and an unpaid leave is necessary, refer to FSDS website for HR Representatives, regarding Types of Unpaid Health-related Leave.