

Calendar Year End Information

Negative Vacation & Sick Balances for Active SPA and EPA Employees

A negative vacation or sick leave balance cannot be carried over from one calendar year to the next.

The 'Using the Accrual Reporting Period Genie' document attached to this communication provides detailed information on how to identify employees with negative vacation and sick accrual balances in TIM.

The 'Accrual Reporting Period Genie' snippet, http://www.unc.edu/finance/fd/c/pr/tim/cbt/accrual_reporting/accrual_reporting.htm has also been posted online for your use.

The 'Negative Year End Leave Instructions' document attached to this communication provides detailed instructions on how to payback negative balances in TIM. These instructions must be followed for active SPA and EPA employees this year.

Calendar Year End (December 31st) Sign Off Deadlines

- SPA Employees: **5:00 p.m. on Tuesday, January 13, 2015**
- EPA Employees: **5:00 p.m. on Wednesday, January 21, 2015**

Please Note: The EPA sign off deadline has been moved up to match the extract of EPA hours from TIM deadline.

All 2014 leave taken must be made effective as of a date in 2014 before the Sign off due dates shown above.

Sign off will be applied to all SPA and EPA timecards that have not been signed off by the deadlines.

Vacation Rollover

Vacation Rollover- SPA

Vacation rollover to sick will happen automatically in TIM on January 1, 2015 for active SPA permanent employees with 50%, 75%, 80%, and 100% FTE. FTE percentages are imported into TIM from the HR system.

SPA Employee Type, FTE Percentage, & Vacation Balance Limit:

- Full Time 100%: 240 hours
- Part Time 80%: 192 hours
- Part Time 75%: 180 hours
- Part Time 50%: 120 hours
- All Other Part Time %: Manual Adjustment based on Actual FTE %

The 'Manual Carry Over Leave Balance Adjustment' document attached to this communication provides detailed instructions on how to process manual adjustments in TIM for SPA permanent employees, whose FTE percentage is **not** equal to 50%, 75% 80%, or 100% on January 1, 2015.

Vacation Rollover- EPA

Vacation rollover to sick will happen automatically in TIM on January 1, 2015 for all active EPA employees. All active EPA employees, Full Time and Part Time, have a Vacation Balance Limit of 240 hours. Therefore, manual adjustments for EPA employees will **not** be needed.

Vacation Rollover- Hours in Leave Boxes on Paystubs

- Vacation hours that rollover to Sick on January 1st will appear in the Vacation "Used This Year" box in paystubs for the remainder of the 2015 calendar year.
- Hours added to Sick from the Vacation rollover will appear in the Sick "Earned This Year" box in paystubs for the remainder of the 2015 calendar year.
- In the first paystubs in January, 2015, the Vacation hours that rollover to Sick will appear in the Vacation "Used This Cycle" box and will appear in the Sick "Earned This Cycle" box.