

Calendar Year End Information

Negative Vacation & Sick Balances

A negative vacation or sick leave balance cannot be carried over from one calendar year to the next; it must be deducted from the employee's last paycheck of the calendar year or as soon after as allowable.

Calendar Year End Payback for SPA Employees:

- All departments will process the payback through TIM and will not submit a dock in pay.

Calendar Year End Payback for EPA Employees:

- All departments will process the calendar year end procedure in TIM and will also submit a dock in pay. Because hours are not extracted from TIM to Payroll for EPA Employees, the calendar year end procedure will only update the employee's leave balances in TIM.

The 'Using the Accrual Reporting Period Genie' document attached to this communication provides detailed information on how to review employees' accrual balances in TIM.

The 'Negative Year End Leave Instructions' document attached to this communication provides detailed instructions on how to payback negative balances in TIM.

Calendar Year End Sign Off Schedule

Employee Type & Sign Off Due Date:

- SPA Employees: 5:00PM on Wednesday, January 2, 2013
- EPA Employees: 5:00PM on Friday, January 25, 2013

All 2012 leave taken must be made effective as of a date in 2012 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 due date.

Vacation Rollover

Vacation rollover to sick will occur automatically in TIM on January 1, 2013 for active SPA and EPA Full Time and Part Time employees with 50%, 75%, and 80% FTE. FTE percentages are imported into TIM from the HR systems.

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 part time permanent employees, whose FTE percentage is **not** equal to 50%, 75% or 80% on January 1, 2013.

Leave Box on your E-Paystub

- Please note that the Vacation rollover to Sick will show as a negative amount in the "Used this Year" and the "Used this Cycle" rows for Vacation and as a positive amount in the "Earned this Year" and "Earned this Cycle" rows for Sick.

Holiday Hours

Holiday hours will appear automatically in TIM for SPA Full Time and Part Time employees with 50%, 75%, and 80% FTE. FTE percentages are imported into TIM from the HR systems.

Employee Type, FTE Percentage, & Holiday Hours:

- Full Time 100%: 8 hours
- Part Time 80%: 6.4 hours
- Part Time 75%: 6 hours
- Part Time 50%: 4 hours
- All Other Part Time %: 0 hours

For SPA part time permanent employees, whose FTE percentage is not equal to 50%, 75% or 80%, TIM Administrators must enter the Holiday pay code and the pro-rated amount of holiday hours on each holiday in the timecard.

- If an employee is not eligible to receive a holiday that appears in the timecard, insert a row on the day with the holiday and select the "Holiday Forfeit" pay code and enter a negative amount of hours in the timecard.
- Holidays do not always appear in future pay periods. They will appear when the Holiday is in the current week.
- Holidays do not appear in EPA employee's timecards in TIM.