

FY13 Leave in TIM

As of July 16, 2012, there are two new accrual codes, 'FY13 Leave' and 'FY13 Leave Expired Jul1 2013', in SPA and EPA Permanent employees' Accruals tab in TIM.

- The 'FY13 Leave' accrual code shows 40 hours or the prorated amount of hours of leave available in TIM as of July 16, 2012.
- Any unused FY13 Leave hours will automatically appear in the 'FY13 Leave Expired Jul1 2013' accrual code on July 1, 2013.

There are three new FY13 Leave pay codes in TIM:

- FY13 Leave Taken
- FMLA PD - FY13 Leave
- Applied Termination FY13Leave

FY13 Leave Taken Pay Code

For FY13 leave taken starting on 7/16/12 by Active SPA or EPA Permanent employees-

The FY13 Leave Taken pay code may be entered directly in the timecard.

For FY13 leave taken from 7/1/12 – 7/15/12 by Active **SPA** Permanent employees-

FY13 Leave Taken by SPA employees cannot be entered in TIM from 7/1/12 to 7/15/12 due to previous pay period signoffs that have already occurred. Therefore, the FY13 Leave is effective in TIM as of 7/16/12.

If there is a SPA employee that needs leave that was exhausted between 7/1/12 and 7/15/12 charged to FY13 Leave, please contact timsupport@unc.edu

For FY13 leave taken from 7/1/12 – 7/15/12 by Active **EPA** Permanent employees-

FY13 Leave Taken by EPA employees cannot be entered in TIM from 7/1/12 to 7/15/12, due to the leave appearing in TIM as of 7/16/12.

If there is an EPA employee that needs FY13 leave taken between 7/1/12 to 7/15/12, please contact timsupport@unc.edu

FMLA PD - FY13 Leave Pay Code

The 'FMLA PD - FY13' Leave pay code should be used in the order designated by the HR FMLA, http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/leave-and-holidays/CCM1_017375 and FY13 Leave Policies, http://hr.unc.edu/ccm/groups/public/@hr/@benefits/documents/content/ccm3_037435.pdf

Please contact the HR Department with questions about the FMLA or FY13 Leave HR Policies.

Applied Termination FY13Leave Pay Code

The 'Applied Termination FY13Leave' pay code and balance must be entered in the timecard in TIM at Termination.

For detailed instructions on entering applied termination pay codes in TIM, please refer to the Performing a Termination section in the TIM Administrator Manual Part II, http://www.unc.edu/finance/fd/c/pr/tim/docs/tim_manual_part2.pdf

Please contact the HRIS Help Desk for assistance with processing FY13 Leave at Termination in HRIS.

- For assistance with the FY13 Leave and FMLA policies, please contact the HR Department.
- For assistance with processing FY13 Leave at Termination in HRIS, please contact the HRIS Help Desk.
- For assistance with FY13 Leave and TIM, please refer to this memo and the detailed instructions in the TIM Administrator Manual online, <http://finance.unc.edu/finance-division/training/training-overview.html#tim> If you need additional assistance with TIM, please email timsupport@unc.edu