

## **FY14 Leave in TIM**

### **SPA Employees**

There are two new accrual codes, 'FY14 Leave' and 'FY14 Leave Expired Jul1 2014', in SPA Permanent employees' Accruals tab in TIM.

- The 'FY14 Leave' accrual code shows 40 hours or the prorated amount of hours of leave available in TIM as of **July 29, 2013**.
- Any unused FY14 Leave hours will automatically appear in the 'FY14 Leave Expired Jul1 2014' accrual code on July 1, 2014.

The FY14 Leave accrual appears for SPA permanent employees starting on July 29, 2013 because that is the first date not signed off in SPA employees' timecards in TIM.

- For FY14 leave taken starting on 7/29/13 by Active SPA Permanent employees, the FY13 Leave Taken pay code may be entered directly in the timecard.
- If there is a SPA employee that needs leave taken between 7/1/13 and 7/29/13 charged to FY14 Leave, please contact [timsupport@unc.edu](mailto:timsupport@unc.edu)
  - FY14 Leave Taken by SPA employees cannot be entered in TIM from 7/1/13 to 7/28/13 due to previous pay period signoffs that have already occurred. Therefore, the FY14 Leave for SPA employees is effective in TIM as of July 29, 2013.

### **EPA Employees**

There are two new accrual codes, 'FY14 Leave EPA' and 'FY14 Leave Expired Jul1 2014', in EPA Permanent employees' Accruals tab in TIM.

- The 'FY14 Leave EPA' accrual code shows 40 hours or the prorated amount of hours of leave available in TIM as of **July 1, 2013**.
- Any unused FY14 Leave hours will automatically appear in the 'FY14 Leave Expired Jul1 2014' accrual code on July 1, 2014.

The FY14 Leave accrual appears for EPA permanent employees starting on July 1, 2013 because that is the first date not signed off in EPA employees' timecards in TIM.

- For FY14 leave taken starting on 7/1/13 by Active EPA Permanent employees, the FY13 Leave Taken pay code may be entered directly in the timecard. You or the EPA employee may replace leave taken pay codes previously entered in July with the FY14 Leave Taken pay code if requested.

## **New FY14 Leave Pay Codes**

- FY14 Leave Taken
- FMLA PD - FY14 Leave
- Applied Termination FY14Leave

## **FMLA PD - FY14 Leave Pay Code**

The 'FMLA PD - FY14' Leave pay code should be used in the order designated by the HR FMLA and FY14 Leave Policies.

Please contact the HR Department with questions about the FMLA or FY14 Leave HR Policies.

## **Applied Termination FY14Leave Pay Code**

The 'Applied Termination FY14Leave' 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 2, [http://www.unc.edu/finance/fd/c/pr/tim/docs/tim\\_manual\\_part2.pdf](http://www.unc.edu/finance/fd/c/pr/tim/docs/tim_manual_part2.pdf)

Please contact the HRIS Help Desk for assistance with processing FY14 Leave at Termination in HRIS.

- For assistance with the FY14 Leave and FMLA policies, please contact the HR Department.
- For assistance with processing FY14 Leave at Termination in HRIS, please contact the HRIS Help Desk.
- For assistance with FY14 Leave and TIM, please refer to the TIM Administrator Manual online, <http://finance.unc.edu/finance-division/training/training-overview.html#tim> and then email [timsupport@unc.edu](mailto:timsupport@unc.edu)