

## LEAVE LIABILITY- Fiscal Year End 2011

For the fiscal year ending June 30, 2011, the **TIM** system will be used to obtain leave information.

It is imperative that TIM is updated with the leave data for each employee so that leave hours as of June 30, 2011 are reported accurately and timely.

- **If you have employees who have not reported their leave taken, you should follow up with your annual reminder process now.**
- When making Historical Adjustments for the 2010 Reporting Year you must use an effective date of June 30, 2011 or earlier to ensure the adjustment is included in the balances on the 2011 Leave Liability File.
- When making Historical Edits to correct Leave Balances, check only the Impact Accruals box. Do not check the Include in Totals for Effective Date box.

### Data Entry & Sign Off Deadlines for Leave Liability

#### **SPA**

- **July 5, 2011 at 5:00 PM-** SPA employees' hours worked and leave taken during Biweekly 01 should be captured or entered in their timecards
- **July 6, 2011 at 10:00 AM- SPA Sign Off Deadline**
  - NOTE: The SPA sign off deadline has been extended due to the Holiday on Monday, July 4, 2011. Sign off removal requests must be received by 9:00 AM on July 6, 2011.

#### **EPA**

- **July 7, 2011 at 5:00 PM-** EPA Employees' leave taken entries and adjustments should be entered in TIM
- **July 8, 2011 at 5:00 PM- EPA Sign Off Deadline**
  - NOTE: The EPA sign off deadline has been moved up for leave liability reporting, so please inform EPA faculty and staff of the deadline change to ensure June leave is reported timely. Sign off removal requests must be received by 3:30 PM on July 8, 2011.
- **July 9, 2011 -** Sign off will be applied to any EPA Employees who have not been signed off.