

LEAVE LIABILITY- Fiscal Year End 2012

For the fiscal year ending June 30, 2012, 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, 2012 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 2011 Reporting Year you must use an effective date of June 30, 2012 or earlier to ensure the adjustment is included in the balances on the 2012 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.

Sign Off Deadlines for Leave Liability

SPA

- **July 3, 2012 at 5:00 PM- SPA Sign Off Deadline**
 - Sign off removal requests **must** be received by 4:00 PM on July 3, 2012.

EPA

- **July 6, 2012 at 5:00 PM- EPA Sign Off Deadline**
 - **NOTE:** Please inform EPA faculty and staff of the sign off deadline change to ensure June, 2012 leave is reported timely.
 - Sign off removal requests **must** be received by 3:30 PM on July 6, 2012.
- **July 7, 2012** - Sign off will be applied to any EPA Employees who have not been signed off.