

LEAVE LIABILITY- Fiscal Year End 2013

For the fiscal year ending June 30, 2013, 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, 2013 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 Edits, you must use an effective date of June 30, 2013 or earlier to ensure the edit is included in the balances on the 2013 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 2, 2013 at 5:00 PM- SPA Sign Off Deadline**
 - Sign off removal requests **must** be received by 4:00 PM on July 2, 2013.

EPA

- **July 5, 2013 at 5:00 PM- EPA Sign Off Deadline**
 - **NOTE:** Please inform EPA faculty and staff of the sign off deadline change to ensure June, 2013 leave is reported timely.
 - Sign off removal requests **must** be received by 3:30 PM on July 5, 2013.
- **July 6, 2013** - Sign off will be applied to any EPA Employees who have not been signed off.