



Manual Carry Over Leave Balance Adjustment

Vacation Rollover Schedule- SPA

Vacation rollover to sick will occur automatically in TIM on January 1, 2014 for SPA and EPA Full Time and Part Time employees with 50%, 75%, and 80% FTE. FTE percentages are imported into TIM from the HR systems.

SPA Employee Type, FTE Percentage, & Vacation Balance Limit:

- Full Time 100%: 240
- Part Time 80%: 192
- Part Time 75%: 180
- Part Time 50%: 120
- All Other Part Time %: Manual Adjustment based on Actual FTE %

Manual Carry Over Leave Balance Adjustments- Only for SPA Other Part Time FTE %

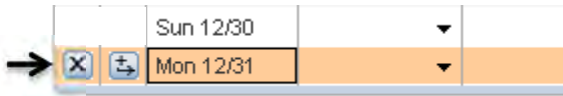
For a SPA Part Time permanent employee whose FTE percentage is not equal to 50%, 75% or 80% on January 1, 2014, the rollover limit must be manually calculated as 240 hours x FTE% = rollover limit. For example, an employee with 65% FTE would have a Vacation limit of 156 hours (240 X .65= 156). Therefore, the Vacation Balance Limit is 156 hours.

Vacation Rollover Schedule- EPA

Starting this year, all active EPA employees, Full Time and Part Time, have a Vacation balance limit of 240 hours. Therefore, manual adjustments will **not** be needed for any EPA employees in TIM.

For a SPA Employee whose FTE percentage is not equal to 50%, 75% or 80% on January 1st

1. **On January 15, 2014**, after the previous biweekly pay period has been signed off, TIM Administrators will need to confirm the SPA employee's Vacation balance in TIM as of December 31, 2013 by selecting the date in the timecard and looking at the Vacation balance in the Accruals tab.



TOTALS & SCHEDULE			ACCRUALS	AUDITS
Accrual Profile SPA NEX				
Accrual Code	Balance on Selected Date			
On-Call Time Off E...	0.0		Hour	
Sick	234.0		Hour	
Travel Time Off	0.0		Hour	
Travel Time Expired	0.0		Hour	
Vacation	244.6		Hour	

2. If the Vacation balance is more than the carry over leave balance, the TIM Administrator will enter two Historical Edits to decrease the Vacation balance and to increase the Sick balance by the amount of hours over the rollover limit as of December 31, 2013.

- For detailed instructions on entering historical edits, please refer to the “Accrual Adjustments - Using the Add Historical Amount” section on page 61 in the TIM Administrator Manual Part 1, <http://finance.unc.edu/finance-division/training/training-overview.html#timadmin>

Historical Edit #1 for SPA Employee

The Historical Edit for Vacation **entered in TIM on January 15, 2014** for a SPA employee should have the following information:

- Historical Date: 12/31/2013 (date must be in a signed off pay period)
- Pay Code: Vacation
- Amount: **positive** amount of hours in Vacation as of December 31st that are over the rollover limit (a positive amount will decrease the Vacation balance)
- Effective Date: 1/13/2014 (first date of the open biweekly pay period)
- Checkbox: Check **only** the Impacts Accruals box
- Comment: Carry Over Leave Balance Adjustment, Note: enter employee's FTE % and rollover limit

Historical Edit #2 for SPA Employee

The Historical Edit for Sick **entered in TIM on January 15, 2014** for a SPA employee should have the following information:

- Historical Date: 12/31/2013 (date must be in a signed off pay period)
- Pay Code: Sick
- Amount: **negative** amount of hours in Vacation as of December 31st that are over the rollover limit (a negative amount will increase the Sick balance)
- Effective Date: 1/13/2014 (first date of the open biweekly pay period)
- Checkbox: Check **only** the Impacts Accruals box
- Comment: Carry Over Leave Balance Adjustment, Note: enter employee's FTE % and rollover limit

- The Vacation and Sick balances will decrease or increase as of the Effective Date of the Historical Edits.
- Historical edits should **only** be entered in TIM for SPA part time permanent employees, whose FTE percentage is **not** equal to 50%, 75% or 80% on January, 1st.