



Negative Year End Leave

Negative Vacation or Sick Balance

- A negative vacation or sick leave balance cannot be carried over from one calendar year to the next; it must be deducted from the employee's last paycheck of the calendar year or as soon after as allowable.

Calendar Year End Payback for SPA Employees:

- All departments will process the payback through TIM and **will not** submit a dock in pay.

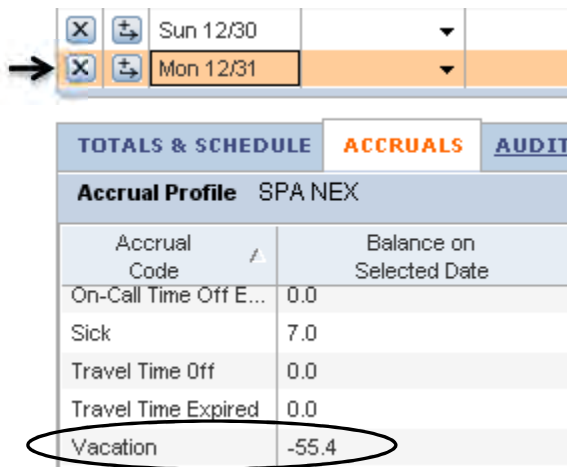
Calendar Year End Payback for EPA Employees:

- All departments will process the calendar year end procedure in TIM and **will also** submit a dock in pay. Because hours are not extracted from TIM to Payroll for EPA Employees, the calendar year end procedure will only update the employee's leave balances in TIM.

- To ensure the negative year end leave processing is accurate, the payback should take place **as soon as** all of the employee's leave taken or that will be taken in this calendar year has been entered in TIM.

To Find Employees with Negative Vacation and Sick Balances at Calendar Year End

1. Open the “Accrual Reporting Period” Genie under the Timekeeping tab and click on the “Benefit” column header to sort by accrual type.
2. If it is before December 31st, review the ‘Ending Balance’ column to identify employees with negative Vacation or Sick balances that need to be paid back by the end of this calendar year.
3. Open the employee’s timecard with a negative balance and change the Time Period to a Range of Dates from today to January 1st.
4. Highlight the row (non-exempt timecard) or a cell underneath (exempt timecard) for December 31st and click on the Accruals tab and review the employee’s negative Vacation and/or Sick balance.



The screenshot shows a date range selection interface with two rows: 'Sun 12/30' and 'Mon 12/31'. An arrow points to the 'Mon 12/31' row. Below this is a tabbed interface with 'ACCUALS' selected. The 'Accrual Profile' for 'SPA NEX' is displayed in a table with the following data:

Accrual Code	Balance on Selected Date
On-Call Time Off E...	0.0
Sick	7.0
Travel Time Off	0.0
Travel Time Expired	0.0
Vacation	-55.4

- The ‘Using the Accrual Reporting Period Genie’ instructions provides detailed information on how to find and review employees’ accrual balances in TIM.

Paying Back Negative Balances by Employee Type

SPA Non-Exempt Employees

- If a SPA Non-Exempt Employee owes **less** Vacation and/or Sick on December 31st than the normal amount of hours worked in a week, (e.g. full time employee normally works 40 hours a week and they owe less than 40 hours), the negative Vacation and/or Sick hours owed are docked on December 31st in the timecard.
- If a SPA Non-Exempt Employee owes **more** Vacation and/or Sick on December 31st than the normal amount of hours worked in a week, the hours owed up to the normal amount of hours worked are docked at the end of the first week in the last pay period in the calendar year **and** the remaining amount owed is docked on December 31st in the timecard.

SPA Exempt Employees

- SPA Exempt Employees are set to biweekly Auto-Pay in payroll. Therefore if a SPA Exempt Employee owes **less** Vacation and/or Sick on December 31st than the normal amount of hours worked in a biweekly pay period, (e.g. full time, exempt employee normally works 80 hours a biweekly pay period) the negative Vacation and/or Sick hours are docked on December 31st in the timecard.
- If a SPA Exempt Employee owes **more** Vacation and/or Sick on December 31st than the normal amount of hours worked in a biweekly pay period, the negative Vacation and/or Sick hours are docked at the end of two biweekly pay periods.


EPA Permanent Employees

- EPA Permanent Employees are set to monthly Auto-Pay in payroll and hours are not extracted from TIM to Payroll for EPA Employees. Therefore, all of the Vacation and/or Sick hours owed should be entered on December 31st in the timecard. This should be processed in TIM before January 24, 2014, which is the EPA monthly sign off deadline.

Paying Back Hours in Week 1

- In this example, the SPA Non-Exempt employee owes **more** Vacation hours **on December 31st** in TIM than the normal amount of hours worked in a week. Therefore, the hours owed up to the normal amount of hours worked are docked at the end of the first week and the remaining amount owed is docked at the end of the second week in the last biweekly pay period in the calendar year.




- If needed, click  to insert a row in the timecard on Sunday, December 22, 2013, which is at the end of the first week of the last biweekly pay period.
- Select 'YearEnd Vacation Payback' from the pay code drop down list.
- Enter the negative amount (the normal amount of hours worked in a week) in the Amount column. The negative amount will be added to the vacation bank and deducted from the employee's pay check.
 - This employee has a -55.4 Vacation balance on December 31st and is a full time SPA Non-Exempt employee, so -40 hours will be docked in week 1.

	Date	Pay Code	Amount	In	Tran...	Out
X				8:00AM		5:00PM
X				8:00AM		5:00PM
X				8:00AM		3:00PM
X				8:00AM		3:00PM
X				8:00AM		4:00PM
X	Sun 12/22	YearEnd Vacation Payback	-40.0			

TOTALS & SCHEDULE		ACCRUALS	AUDITS
All			
	Pay Code	Amount	Wages
	YearEnd Vacation Payback	(-40.0)	
	Regular	40.0	

- After paying back 40 hours in week 1, this employee's vacation balance on December 31st is now -15.4 hours, (55.4 hours owed – 40 hours paid back in week 1)

Paying Back Hours in Week 2

1. Click  to insert a row in the timecard on Sunday, December 29, 2013, which is at the end of the second week of the last biweekly pay period.
2. Select the 'YearEnd Vacation Payback' pay code from the drop down list.
3. Enter the negative amount of hours owed in the Amount column. The negative amount will be added to the vacation bank and deducted from the employee's pay check.
 - As of December 31st, this employee still owes -15.4 hours, (55.4 hours owed – 40 hours paid back in week 1).

	WINTER HOLIDAY 1 2012	8.0			
	WINTER HOLIDAY 2 2012	8.0			
	WINTER HOLIDAY 3 2012	8.0			
			8:00AM	▼	4:00PM
			8:00AM	▼	4:00PM
				▼	
Sun 12/29	YearEnd Vacation Payback	-15.4		▼	

- Select December 31st in the timecard and review the employee's accrual balances. This employee's vacation balance on December 31st is now 0.0 hours, (55.4 hours vacation owed – 40 hours paid back in week 1 – 15.4 hours paid back in week 2.)

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Accrual Profile SPA NEX		
Accrual Code	Balance on Selected Date	Hour
Sick	226.0	Hour
Travel Time Off	0.0	Hour
Travel Time Expired	0.0	Hour
Vacation	0.0	Hour

- After all of the payback adjustments are made, the Vacation and Sick accrual balances will be zero hours on December 31st.
- Follow the same procedure for a negative sick balance and use the 'YearEnd Sick Payback' pay code.
- Notify employees of these edits and that their next pay check will be decreased by the amounts paid back.
- Also process a dock in pay in the HR system only for EPA Employees