



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.

Calendar Year End Payback for Active SPA and EPA Employees:

- All departments will process the payback through TIM and **will not** submit a dock in pay.
- EPA employee's payback entries **must** be entered in the timecard on **January 1, 2015**. These entries must be made in TIM by the EPA extract deadline at **5:00 p.m. on Wednesday, January 21st**.
- **Negative balances at termination** should be processed according to the instructions in Appendix E, 'Performing a Termination' in the TIM Administrator Manual Part 2, even if the termination happens at the end of the calendar year. The Negative YearEnd Leave instructions are for **active employees only**.
- You must **notify** employees with negative balances of the payback entries made in their timecards and that their future pay check will be reduced by those hours.

Finding Active 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 “Type” column header to sort by accrual type. Do not modify what appears in the Show and Time Period fields.
2. 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.

-OR-

Review the ‘**Opening Balance**’ column if it is after the start of the year to find negative Vacation or Sick balances as of January 1st.

- The ‘Using the Accrual Reporting Period Genie’ section in the TIM Administrator Manual Part 1 and the ‘Accrual Reporting Period Genie Snippet provide more detailed information on how to find and review employees’ accrual balances in TIM,

http://finance.unc.edu/training/#tim_mgr_ta

Paying Back Negative Balances

SPA Non-Exempt Employees

- If a SPA Non-Exempt Employee owes **less** Vacation and Sick hours on December 31st than the total positive hours in that biweekly pay period (12/22/14 – 1/4/15), the negative Vacation and/or Sick hours owed are entered on December 31st in the timecard.
 1. Example- employee owes 10 hours of Sick and 5 hours of Vacation (total of 15 hours owed), and has 80 positive hours in the timecard, the hours owed are entered on December 31st in the timecard.
- If a SPA Non-Exempt Employee owes **more** Vacation and Sick hours on December 31st than the total positive hours in that biweekly pay period (12/22/14 – 1/4/15), the hours owed up to the amount of positive hours are entered on December 31st in the timecard **and** the remaining amount owed is entered in the next biweekly pay period (1/5/15 – 1/18/15) on January 5th in the timecard.
 1. Example- employee owes 45 hours of Sick and 40 hours of Vacation (total of 85 hours owed), and has 80 positive hours in the timecard, 80 hours owed are entered on December 31st in the timecard and 5 owed hours are entered on January 5th.

SPA Exempt Employees

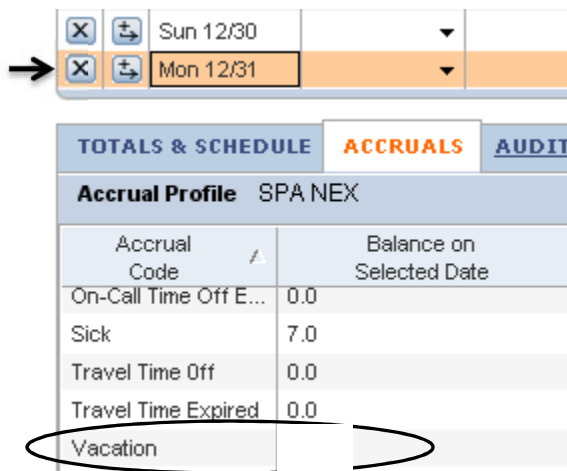
- SPA Exempt Employees are set to Auto-Pay in payroll. Therefore, if a SPA Non-Exempt Employee owes **less** Vacation and Sick hours on December 31st than their normal auto-pay hours, the negative Vacation and/or Sick hours owed are entered on December 31st in the timecard. The owed hours will be sent to Payroll.
- If a SPA Non-Exempt Employee owes **more** Vacation and Sick hours on December 31st than their normal auto-pay hours, the hours owed up to the amount of auto-pay hours are entered on December 31st in the timecard **and** the remaining amount owed is entered in the next biweekly pay period (1/5/15 – 1/18/15) on January 5th in the timecard.


EPA Permanent Employees

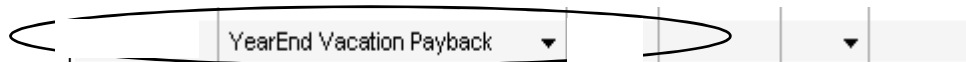
- EPA employee's payback entries **must** be entered in the timecard on **January 1, 2015**. These entries must be made in TIM by the EPA extract deadline at 5:00 p.m. on Wednesday, January 21st.

Paying Back Negative Vacation and Sick Hours in TIM

- In this example, the employee owes **40** Vacation hours **on December 31st** and has at least 40 positive hours in their timecard or on auto-pay in Payroll.
1. Open the employee's timecard with a negative balance and change the Time Period to a Range of Dates that includes December 31st and January 1st, e.g. 12/20/14 – 1/5/15.
 2. Highlight the row (non-exempt timecard) or a cell underneath (exempt timecard) on December 31st and click on the Accruals tab and confirm the employee's negative Vacation and/or Sick balance.



3. If needed, click  to insert a row in the timecard on Wednesday, December 31, 2014.
4. Select the 'YearEnd Vacation Payback' pay code from the drop down list.
5. 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.



6. 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, (40 hours vacation owed – 40 hours paid back)

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

7. Follow the same procedure for a negative sick balance and use the 'YearEnd Sick Payback' pay code.
8. Follow the same procedure for EPA employees, except that you must **enter the pay back pay codes and hours on January 1st** in the timecard. This will ensure the hours are sent to payroll.

➤ Notify employees of these edits and that their next pay check will be decreased by the amounts paid back.