

Negative Year End Leave (TIM Administrators)

Year End Payback for SPA Employees:

All departments will perform this procedure in TIM only and will not submit a dock in pay.

Year End Payback for EPA Employees:

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


In the following example, as of Period End 12/20, this employee has a -74.5 Vacation Balance. They also have a negative sick balance of -24.7. These instructions will show you what to do with a negative vacation balance.

TOTALS & SCHEDULE ACCRUALS AUDITS							
Accrual Profile SPA NEX							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Sick	-24.7	Hour	1/01/2010	0.0	8.0	-16.7	-24.7
Travel Time Off	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Travel Time Expired	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Vacation	-74.5	Hour	1/01/2010	0.0	17.17	-57.33	-74.5


On 12/31, this employee will accrue the December Vacation hours leaving a balance owed of -57.33. They need to pay back the 57.33 hours, but they have no other leave balance to use to repay the hours. The hours must be docked from the employee's pay check.

TOTALS & SCHEDULE ACCRUALS AUDITS							
Accrual Profile SPA NEX							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Sick	-16.7	Hour	1/01/2010	0.0	0.0	-16.7	-16.7
Travel Time Off	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Travel Time Expired	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Vacation	-57.33	Hour	1/01/2010	0.0	0.0	-57.33	-57.33

Paying Back Negative Vacation Balance

 In this example, the employee owes more than the normal 40 hours worked in a week so docking must be done at the end of both the first and last week before the last paycheck of the calendar year.



1. Click  to Insert a row on the Friday of the first week of the pay period.
2. Select YearEnd Vacation Payback from the Pay Code drop down list.
3. Type -40 in the Amount column. Notice the negative number. This will add the hours back into the vacation bank and deduct the hours from the employee's pay.

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Time Period 12/01/2009 - 12/31/2009, Range of Dates

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
	Mon 12/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
	Tue 12/22			8:05AM		12:00PM	1:00PM		5:05PM	8.0	8.0	16.0
	Wed 12/23			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	24.0
	Thu 12/24	WINTER HOLIDAY DAY 1	8.0								8.0	32.0
	Fri 12/25	WINTER HOLIDAY DAY 2	8.0									
	Fri 12/25	YearEnd Vacation Payback	-40.0									-32.0
	Sat 12/26											
	Sun 12/27											
	Mon 12/28			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
	Tue 12/29											8.0
	Wed 12/30											8.0

TOTALS & SCHEDULE		ACCRUALS	AUDITS				
Accrual Profile SPA NEX							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Sick	-24.7	Hour	1/01/2010	0.0	8.0	-16.7	-24.7
Travel Time Off	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Travel Time Expired	0.0	Hour	1/01/2010	0.0	0.0	0.0	0.0
Vacation	-34.5	Hour	1/01/2010	0.0	17.17	-57.33	-34.5

This employee owed more than the amount of pay they earned. Another adjustment must be made at the end of week two for the remaining balance.

The amount still owed after the first week adjustment was 34.5. The employee accrued 17.17 on 12/31 (i.e. -34.5 plus 17.17 equals 17.33).

4. Click  to insert a row on the Friday of the second week of the pay period.
5. Select YearEnd Vacation Payback from the Pay Code drop down list.
6. Type -17.33 in the Amount column. This is the remaining amount owed. Notice the negative number.

Time Period 12/21/2009 - 1/02/2010, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Fri 12/25	YearEnd Vacation Payback	-40.0								-32.0
Sat 12/26										
Sun 12/27										
Mon 12/28			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0
Tue 12/29										
Wed 12/30										
Thu 12/31										
Fri 1/01	NEW YEAR'S DAY	8.0								
Fri 1/01	YearEnd Vacation Payback	-17.33								-9.33
Sat 1/02										
Sun 1/03										

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Travel Time Off	0.0	Hour	1/03/2010	0.0	0.0	0.0	0.0
Travel Time Expired	0.0	Hour	1/03/2010	0.0	0.0	0.0	0.0
Vacation	0.0	Hour	1/03/2010	0.0	0.0	0.0	0.0

After the year end vacation payback adjustments were made. As of January 1, the vacation balance is zero. These adjustments will be sent to payroll as a dock in pay for a total of 57.33 hours.

- You would follow the same procedure for a negative sick balance and using the YearEnd Sick Payback pay code.
- No paperwork is required to be sent to payroll.
- If the amount does not exceed 40 hours then the payback procedure can be done at the end of the second week of the pay period.