

Calendar Year End Information

2018 Calendar Year End Sign Off Deadlines

- SHRA Biweekly 14 (12/24/18 – 1/6/19) Sign off Deadline: **5:00 p.m. on Tuesday, Jan. 8, 2019**
- EHRA Monthly (December, 2018) Sign off Deadline: **5:00 p.m. on Tuesday, Jan. 15, 2019**

Actions Needed-

1. Look for employees with negative Sick and/or Vacation balances according to the instructions. If any appear, follow the steps listed.
2. Look for employees with FTE percentages not equal to 50%, 75%, 80%, or 100%. If any appear, review their Vacation balances and take action if needed.

Negative Sick and Vacation Payback

A negative Sick or Vacation leave balance cannot be carried over from one calendar year to the next. There are very few employees with this situation, so you may not find anyone when you search in TIM.

To find employees with negative Sick and/or Vacation balances:

1. Log into TIM.
2. Click on the Calendar icon and set the Start and End dates to 12/31/2018.
3. From the dropdown list in the right corner of the Manage My Department tab, select the new 'Year End Negative Sick_Vac' hyperfind. This will pull up any employees in your department(s) that have a negative Sick or Vacation balance as of the date you selected.
Note- If you do not pull up any employees, you do not need to take further action.

To enter negative Sick and/or Vacation payback hours in the timecard:

1. Find employees with negative Sick or Vacation balances as of 12/31/18 use the instructions provided.
2. Make sure all Sick and Vacation leave hours taken in 2018 have been added or updated in the employee's timecard first.
3. Select the employees in the list and click on Go To > Timecards. If needed, change the time period to start and end on 12/31/18.
4. Open the Accruals tab and scroll down to identify the Sick and Vacation balances.
5. In the timecard, select the corresponding YearEnd Sick/Vacation Payback pay code and enter a negative amount. Save the timecard. This will dock the hours from the employee's paycheck and increase their accrual balance in TIM.
 - YearEnd Sick Payback
 - YearEnd Vacation Payback
6. Let the employee know that the entries have been made.

Vacation Rollover to Sick

Vacation Rollover to Sick- SHRA & EHRA Employees

Vacation hours over an employee's Vacation Balance Limit based on their FTE percentage listed below will rollover to the employee's Sick accrual automatically on January 1, 2019. For example, a Full Time employee has 250 hours Vacation and 80 hours Sick. On 1/1/2019, 10 hours will be removed from Vacation (leaving 240 hours balance) and added to their Sick accrual balance (balance increased to 90 hours).

FTE Percentage, & Vacation Balance Limit:

- Full Time 100%: 240 hours
- Part Time 80%: 192 hours
- Part Time 75%: 180 hours
- Part Time 50%: 120 hours
- Other Part Time %: Manual Adjustments based on employee's FTE %

Manual Vacation to Sick Rollover Adjustments- Part Time Employees whose FTE percentage is **not** equal to 50%, 75%, 80%, or 100% **AND** have a Vacation balance that is over the pro-rated amount they are allowed to carryover must have manual entries made in TIM. There are very few employees with this situation, so you may not find anyone when you search in TIM.

To find employees with an FTE percentage not equal to 50%, 75%, 80%, or 100%:

1. Log into TIM.
2. Click on the Calendar icon and set the Start date to 12/31/2018 and End date to 1/1/2019.
3. From the dropdown list in the right corner of the Manage My Department tab, select the new 'FTE- Other' hyperfind. This will pull up any Part Time permanent employees in your department(s) that have a FTE percentage that is **not** equal to 50%, 75%, 80%, or 100% on those dates.

Note- If you do not pull up any employees, you do not need to take further action.

Manually update these employees' Vacation rollover to sick if needed:

1. Make sure all Vacation leave hours taken in 2018 have been added or updated in the employees' timecards first.
2. Select the employees in the list and click on Go To > Timecards.
3. Open the Accruals tab and scroll down to identify the Vacation balances.
4. **If** the Vacation balance on 12/31/2018 is **over** the pro-rated amount allowed for the employee's FTE percentage, you will enter the two new pay codes listed below with the corresponding negative or positive amounts in their timecard on 1/1/2019. Save the timecard. The negative 'Manual Rollover Adj- Neg Sick' amount will increase the Sick balance. The positive 'Manual Rollover Adj- Pos Vac' amount will decrease the Vacation balance. These pay codes are used **ONLY** to update these employees' accrual balances in TIM. They will not be sent to Payroll.
 - Manual Rollover Adj- Neg Sick
 - Manual Rollover Adj- Pos Vac
5. Let the employee know that the manual adjustments have been made.