



EHRA Non-Faculty Leave Payouts

Leave Payout Timing

* EHRA Non-Faculty leave payouts for the current month must be entered in TIM by the **deadline** in the Monthly Schedule, <https://finance.unc.edu/departments/payroll/>

* Even though the Termination ePAR includes a field for Leave Payout information like in legacy, **the Leave Payout is based on Applied Termination amounts entered in TIM.**

Leave Payout Process

Confirm Leave Balances

1. If the employee's Last Date Worked is before the last day of the month and the employee qualifies, Historical Corrections are entered to award earned Vacation and Sick hours.
2. For EHRA Non-Faculty who have been employed less than 24 months, additional adjustments may be necessary. Please see [Payout Policy](#) for more details.

Enter Leave Payout

1. Leave hours to be paid out to the employee are **entered using Applied Termination Codes on the employee's Last Date Worked** in the current pay period by the deadline.
2. Any negative leave balances should be docketed on the Last Date Worked.
3. **Review the Payroll Prelim Report** after payroll lockout to confirm leave payout data is occurring as expected.

Employee: Yolana... 1 of 1 KDEPA Loaded: 3:01 PM Current Pay Period 1 Employee(s) Selected

Approve Timecard Sign Off Historical Correction Print Timecard Refresh Editable Table Save

Pay Code	Mon 8/30	Tue 8/31	Wed 9/01	Thu 9/02	Fri 9/03	Sat 9/04	Sun 9/05
<Enter Pay Code>							
Daily Total							

Pay Code	Mon 9/06	Tue 9/07	Wed 9/08	Thu 9/09	Fri 9/10	Sat 9/11	Sun 9/12
<Enter Pay Code>							
Daily Total							

Pay Code	Mon 9/13	Tue 9/14	Wed 9/15	Thu 9/16	Fri 9/17	Sat 9/18	Sun 9/19
<input checked="" type="checkbox"/> Applied Termination Bonus			40.0				
<input checked="" type="checkbox"/> Applied Termination Sick			1132.0				
<input checked="" type="checkbox"/> Applied Termination Vacation			240.0				
<Enter Pay Code>							
Daily Total							

Pay Code	Mon 9/20	Tue 9/21	Wed 9/22	Thu 9/23	Fri 9/24	Sat 9/25	Sun 9/26
<Enter Pay Code>							
Daily Total							

Historical Corrections to Update Leave Balances

* Historical Corrections are entered to give a qualifying employee Vacation and Sick hours when their Last Date Worked is before the last day of the month. Uncheck Include in Totals so these hours are not sent to Payroll.

* A Historical Correction is entered when there are over 240 hours of Vacation hours at termination to **reduce the balance to 0.0 hours**. Uncheck Include in Totals so these hours are not sent to Payroll.

Totals Accruals **HC Accrual Adj** Audits

Detail View Summary View

Historical Date	Type of Edit	Pay Code	Amount	Account	Effective Date	Include in Totals
4/02/2018	Correction	Vacation	-125.0	..J0000/000000/NF10000	5/01/2018	Yes
4/02/2018	Correction	Sick	-200.0	..J0000/000000/NF10000	5/01/2018	Yes

Comments (0) Add Comment

Include edits in the Totals

Cancel Apply

Late Leave Payouts

* Late EHRA Non-Faculty leave payouts may be entered on the first day of the current month, if the employee is still active in TIM on that date. This occurs even if they will terminate prior to the first day of the current month.

* If the EHRA Non-Faculty employee is not active in the current month, a HELP ticket and a Payroll Exception Sheet is needed.

* EHRA Non-Faculty Leave payouts must **not** be entered as Lump Sum payments.

Termination / Historical Correction Instructions

* Please refer to the EHRA Non-Faculty and Faculty HR Termination Leave Transfer or Payout Policies, <https://hr.unc.edu/employees/policies/>

* TIM deadlines for EHRA accrual payouts in the current month are in the Payroll EHRA Monthly Schedule, <https://finance.unc.edu/departments/payroll/>

* For termination instructions, refer to the Termination section in the TIM Manual for Administrators, <https://finance.unc.edu/services/training/#pane-0-4>

* For Historical Correction instructions, refer to the CBT or the section in the TIM Manual for Administrators, <https://finance.unc.edu/services/training/#pane-0-4>