

Goal: To educate leave coordinators on how to execute the business processes as they apply to leave audits and timesheets.

Resources: University Attendance and Leave Administrator
Beverly Jerry - Tampa
(813) 974-5717
bjerry@usf.edu

Regional HR Contacts

Robin Jones – St. Petersburg (rj@mail.usf.edu)
Carolyn Dyson – Sarasota-Manatee (cdyson@sar.usf.edu)

Upon completion of this workshop, you will be able to:

- Apply USF leave regulations and procedures accurately
- Identify employee’s Job history (salary plans, employee class, etc.)
- Reconcile and track leave taken on timesheets
- Process and track FMLA and sick leave pool leave request
- Verify ALT entries
- Explain how ALT processes leave reports
- Process leave payouts

Exercise 1: Location of HR A&L Website and USF Regulations

Follow the navigation path below to access the HR A&L Website and Regulations & Policies. Scroll to bottom of USF Home page and click on **Human Resources or Regulations & Policies**.



- **Human Resources Home Page: HR Services > Benefits > Attendance & Leave**
- **Regulations & Policies:**

USF Home Page > Regulations & Policies > Search index of current regulations and policies > select a category > Human Resources > Benefits and Hours of Work (Faculty) or Benefits and Hours of Work (Staff)

Exercise 2: Run Public Query (U_ALL) - provides information for all employees appointed within a department.

Exercise 3: How to Reconcile and Track Leave on Timesheets – the examples below demonstrates how the leave procedures are applied for different leave situations. Leave coordinators should ensure all timesheets are filled out correctly. If time worked or leave taken is entered incorrectly on the timesheet you will need to resubmit the timesheet back to the employee and/or the supervisor.

Example of adjusted workweek



Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: 1%
 Department: Human Resources

Pay Period: 1/30/2015 to: 2/12/2015
 Overtime: Non Exempt
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: Y
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other							
FRI	01/30/15	9.00											9.00	9.00				
SAT	01/31/15	3.00											3.00	3.00				
SUN	02/01/15																	
MON	02/02/15	8.00											8.00	8.00				
TUE	02/03/15	8.00											8.00	8.00				
WED	02/04/15	8.00											8.00	8.00				
THU	02/05/15	4.00											4.00	4.00				
TOTAL		40.00											40.00	40.00				
													Special/Regular Comp @ 1 for 1					
													Overtime Comp @1.5					

Adjusted Workweek

Example of adjusted leave used



Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: 1%
 Department: Human Resources

Pay Period: 1/30/2015 to: 2/12/2015
 Overtime: Non Exempt
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other							
FRI	01/30/15	8.00											8.00	8.00				
SAT	01/31/15																	
SUN	02/01/15																	
MON	02/02/15	8.00											8.00	8.00				
TUE	02/03/15	5.00		2.00									7.00	7.00				
WED	02/04/15	8.00											8.00	8.00				
THU	02/05/15	9.00											9.00	9.00				
TOTAL		38.00		2.00									40.00	40.00				
													Special/Regular Comp @ 1 for 1					
													Overtime Comp @1.5					

Sick Leave Adjusted

Example of overtime when workweek could not be adjusted



Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: 1%
 Department: Human Resources

Pay Period: 1/30/2015 to: 2/12/2015
 Overtime: **Non Exempt**
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor. Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other							
FRI	01/30/15	10.00										10.00	10.00					
SAT	01/31/15	7.00										7.00	7.00					
SUN	02/01/15																	
MON	02/02/15	8.00										8.00	8.00					
TUE	02/03/15	8.00										8.00	8.00					
WED	02/04/15	8.00										8.00	7.00	1.00				
THU	02/05/15	8.00										8.00		8.00				
TOTAL		49.00										49.00	40.00	9.00				
Special/Regular Comp @ 1 for 1																		
Overtime Comp @1.5															13.50			

Overtime when the Workweek Could Not Be Adjusted

Example of work during a week with a holiday



Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: 1%
 Department: Human Resources

Pay Period: 5/22/2015 to: 6/4/2015
 Overtime: **Non Exempt**
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor. Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	05/22/15	8.00										8.00	8.00				
SAT	05/23/15																
SUN	05/24/15																
MON	05/25/15							8.00				8.00	8.00				
TUE	05/26/15	8.00										8.00	8.00				
WED	05/27/15	8.00										8.00	8.00				
THU	05/28/15	8.00										8.00	8.00				
TOTAL		32.00						8.00				40.00	40.00				
Special/Regular Comp @ 1 for 1																	
Overtime Comp @1.5																	

Worked During a Week with a Holiday

Example of worked on a holiday



Staff Timesheet

Name: Sharon Jones

Pay Period: 5/22/2015 to: 6/4/2015

Empl. ID: %00000 Rec#: 0 FTE: 1%

Overtime: Non Exempt

Department: Human Resources

Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA		
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other									
FRI	05/22/15	8.00											8.00	8.00						
SAT	05/23/15																			
SUN	05/24/15																			
MON	05/25/15	8.00					8.00						16.00	8.00	8.00					
TUE	05/26/15	8.00											8.00	8.00						
WED	05/27/15	8.00											8.00	8.00						
THU	05/28/15	8.00											8.00	8.00						
TOTAL		40.00					8.00						48.00	40.00	8.00					
													Special/Regular Comp @ 1 for 1	8.00						
													Overtime Comp @15							

Example of holiday falls on a regular day off



Staff Timesheet

Name: Sharon Jones

Pay Period: 11/20/2015 to: 12/3/2015

Empl. ID: %00000 Rec#: 0 FTE: 1%

Overtime: Non Exempt

Department: Human Resources

Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA		
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other									
FRI	11/20/15	10.00											10.00	10.00						
SAT	11/21/15																			
SUN	11/22/15																			
MON	11/23/15	10.00											10.00	10.00						
TUE	11/24/15	10.00											10.00	10.00						
WED	11/25/15	10.00											10.00	10.00						
THU	11/26/15						10.00						10.00		10.00					
TOTAL		40.00					10.00						50.00	40.00	10.00					
													Regular Comp @ 1 for 1	10.00						
													Overtime Comp @15							

Example of holiday falls on a regular day off – Part-time Employees

Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: **50%**
 Department: Human Resources

Pay Period: 7/3/2015 to: 7/16/2015
 Overtime: **Non Exempt**
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg. Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other							
FRI	07/03/15						4.00					4.00		4.00				
SAT	07/04/15																	
SUN	07/05/15																	
MON	07/06/15	8.00										8.00	8.00					
TUE	07/07/15	8.00										8.00	8.00					
WED	07/08/15	4.00										4.00	4.00					
THU	07/09/15																	
TOTAL		20.00					4.00					24.00	20.00	4.00				
													Special/Regular Comp @ 1 for 1	4.00				
													Overtime Comp @1.5					

Exercise 4: How to process and track FMLA and sick leave pool requests

Step 1 (FMLA) - Follow the navigation path below to access the FMLA website.

Human Resources Home Page: HR Services > Benefits > Attendance & Leave > Family Medical Leave Act

The screenshot shows the University of South Florida Human Resources website. The navigation path is: Home > HR Services > Benefits > Attendance & Leave > Family Medical Leave Act. The page title is "Attendance & Leave" and the sub-page title is "Family Medical Leave Act". The page content includes an overview of the FMLA, stating that its intent is to allow employees to meet medical and family care needs while still maintaining job and economic security. It also notes that FMLA is a Federal law requiring employers, including USF, to provide up to 12 weeks or 480 hours of job-protected leave for certain family and medical reasons to individuals who have been employed at least 12 months (not necessarily consecutively) by the university and who have worked at USF for at least 1,250 hours during the 12 months preceding the first day of the leave.

Step 2 – Discuss and Demonstrate

Click on **FMLA Information for Departments** in the Information section and refer to **What Attendance & Leave Coordinators need to know**. The instructor-led discussion will assist the leave coordinator in understanding their responsibilities.

Step 3 - How to record FMLA hours on timesheets

Example of employee on continuous FMLA and using partial leave



Staff Timesheet

Name: Sharon Jones Pay Period: 1/30/2015 to: 2/12/2015
 Empl. ID: %00000 Rec#: 0 FTE: 1% Overtime: **Non Exempt**
 Department: Human Resources Department ID: 0-0320-000

All overtime must be **PRE-APPROVED** by your immediate supervisor. Sick Leave Pool Member: Y
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other								
FRI	01/30/15			2.00									2.00	2.00					8.00
SAT	01/31/15																		
SUN	02/01/15																		
MON	02/02/15			2.00									2.00	2.00					8.00
TUE	02/03/15			2.00									2.00	2.00					8.00
WED	02/04/15			2.00									2.00	2.00					8.00
THU	02/05/15			2.00									2.00	2.00					8.00
TOTAL				10.00									10.00	10.00					40.00
												Special/Regular Comp @ 1 for 1							
												Overtime Comp @1.5							

Step 4 (Sick Leave Pool) - Follow the navigation path below to access the Sick Leave Pool website.

HR Services > Benefits > Attendance & Leave > Sick Leave Pool

Step 5 - Discuss & Demonstrate

Click on **Sick Leave Pool Procedure**. The instructor-led discussion and demonstration will combine ALT fundamentals covered in GEMALT training and the USF Leave Procedures on the Sick Leave Pool website

The discussion and demonstration will cover the following:

- Documentation required from the department for use of hours
- A&L coordinator responsibilities
- Use of hours for maternity leave

Step 6 - How to record sick leave pool hours on timesheets

Example of employee exhausting all leave and approved to use sick leave pool hours

Staff Timesheet

Name: Sharon Jones

Pay Period: 1/30/2015 to: 2/12/2015

Empl. ID: %00000 Rec#: 0 FTE: 1%

Overtime: **Non Exempt**

Department: Human Resources

Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: Y
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	01/30/15		8.00									8.00	8.00				
SAT	01/31/15																
SUN	02/01/15																
MON	02/02/15		8.00									8.00	8.00				
TUE	02/03/15		3.50	4.50								8.00	8.00				
WED	02/04/15			2.00							6.00	8.00	8.00				
THU	02/05/15										8.00	8.00	8.00				
TOTAL			19.50	6.50							14.00	40.00	40.00				
												Special/Regular Comp @ 1 for 1					
												Overtime Comp @1.5					

EE Exhausting Leave and begins using slp hours

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	02/06/15										8.00	8.00					
SAT	02/07/15																
SUN	02/08/15																
MON	02/09/15										8.00	8.00					
TUE	02/10/15										8.00	8.00					
WED	02/11/15										8.00	8.00					
THU	02/12/15										8.00	8.00					
TOTAL											40.00	40.00					
												Special/Regular Comp @ 1 for 1					
												Overtime Comp @1.5					

Example of employee using accrued leave before using sick leave pool hours

Staff Timesheet

Name: Sharon Jones

Pay Period: 1/30/2015 to: 2/12/2015

Empl. ID: %00000 Rec#: 0 FTE: 1%

Overtime: **Non Exempt**

Department: Human Resources

Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: Y
(Y/N)

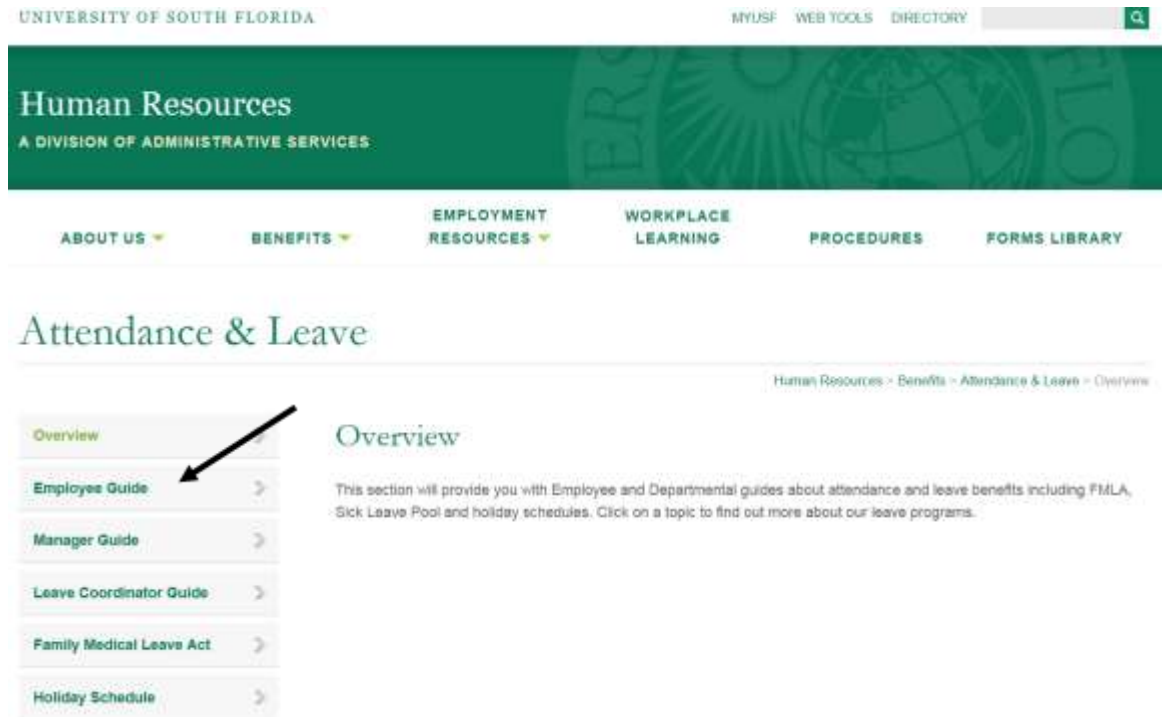
Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other								
FRI	01/30/15		6.00	2.00									8.00	8.00					
SAT	01/31/15																		
SUN	02/01/15																		
MON	02/02/15			2.00								6.00	8.00	8.00					
TUE	02/03/15											8.00	8.00	8.00					
WED	02/04/15											8.00	8.00	8.00					
THU	02/05/15											8.00	8.00	8.00					
TOTAL			6.00	4.00								30.00	40.00	40.00					
Special/Regular Comp @ 1 for 1																			
Overtime Comp @1.5																			

EE Using Accrued Leave before using slp hours

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other								
FRI	02/06/15											8.00	8.00	8.00					
SAT	02/07/15																		
SUN	02/08/15																		
MON	02/09/15											8.00	8.00	8.00					
TUE	02/10/15											8.00	8.00	8.00					
WED	02/11/15											8.00	8.00	8.00					
THU	02/12/15											8.00	8.00	8.00					
TOTAL												40.00	40.00	40.00					
Special/Regular Comp @ 1 for 1																			
Overtime Comp @ 1.5																			

Exercise 5: How to process and track Job Related Disability Leave

Step 1 - Discuss & Demonstrate Disability Leave - Follow the navigation path below to the information on Job Related Disability Leave in the A&L Guide for Employees.



The instructor-led discussion and demonstration will combine ALT fundamentals covered in GEMALT training and the USF Leave Procedures on Job Related Disability Leave.

The discussion and demonstration will cover the following:

- Use of hours
- Departmental A&L Coordinator responsibilities

Step 2 - How to record disability leave hours on timesheets

Example of employee using disability leave hours



Staff Timesheet

Name: Sharon Jones
 Empl. ID: %00000 Rec#: 0 FTE: 1%
 Department: Human Resources

Pay Period: 1/30/2015 to: 2/12/2015
 Overtime: Non Exempt
 Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other								
FRI	01/30/15	8.00											8.00	8.00					
SAT	01/31/15																		
SUN	02/01/15																		
MON	02/02/15	8.00											8.00	8.00					
TUE	02/03/15	8.00											8.00	8.00					
WED	02/04/15											8.00	8.00	8.00				8.00	
THU	02/05/15											8.00	8.00	8.00				8.00	
TOTAL		24.00										16.00	40.00	40.00				16.00	

Special/Regular Comp @ 1 for 1
Overtime Comp @1.5

Second day of injury EE is eligible to use DL. DL is tracked in the "Other" and "WC" column

1st Day of injury is tracked as time worked.

Day	Date	Daily Hours Worked	LEAVE TYPE USED										Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA	
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other								
FRI	02/06/15											8.00	8.00	8.00				8.00	
SAT	02/07/15																		
SUN	02/08/15																		
MON	02/09/15											8.00	8.00	8.00				8.00	
TUE	02/10/15											8.00	8.00	8.00				8.00	
WED	02/11/15																		
THU	02/12/15																		
TOTAL												24.00	24.00	24.00				24.00	

Special/Regular Comp @ 1 for 1
Overtime Comp @1.5

Example of employee on Wage Loss during a week with a holiday

Staff Timesheet

Name: Sharon Jones

Pay Period: 7/3/2015 to: 7/16/2015

Empl. ID: %00000 Rec#: 0 FTE: 1%

Overtime: Non Exempt

Department: Human Resources

Department ID: 0-0320-000

All overtime must be PRE-APPROVED by your immediate supervisor.

Sick Leave Pool Member: N
(Y/N)

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	07/03/15							2.70				2.70	2.70				
SAT	07/04/15																
SUN	07/05/15																
MON	07/06/15			2.70								2.70	2.70				
TUE	07/07/15			2.70								2.70	2.70				
WED	07/08/15			2.70								2.70	2.70				
THU	07/09/15			2.70								2.70	2.70				
TOTAL				10.80				2.70				13.50	13.50				

Special/Regular Comp @ 1 for 1
Overtime Comp @ 1.5

Division of Risk Mgmt pays 5.3 hours and USF 2.7 = 8 hours

No Delayed Holiday/SPC

Day	Date	Daily Hours Worked	LEAVE TYPE USED									Total Daily Hours	Reg. Pag Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
			Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other						
FRI	07/10/15			2.70								2.70	2.70				
SAT	07/11/15																
SUN	07/12/15																
MON	07/13/15			2.70								2.70	2.70				
TUE	07/14/15			2.70								2.70	2.70				
WED	07/15/15			2.70								2.70	2.70				
THU	07/16/15			2.70								2.70	2.70				
TOTAL				13.50								13.50	13.50				

Special/Regular Comp @ 1 for 1
Overtime Comp @ 1.5

Exercise 6: Verify ALT Entries – Review an Employee’s Leave Management Record:

Step 1 GEMS Navigation: **Main Menu > Benefits > Manage Leave Accruals > Leave Management**

The following items will be reviewed and discussed:

- How to correct an entry once leave has posted
- Viewing balances when entering a negative adjustment
- How to verify leave accruals are accurate
- Verify accuracy of year end carry forward leave balances
- Run queries to assist with accuracy of leave request
- Practice leave scenarios for reconciliation of timesheets and ALT

Exercise 7: Reports (Employee Leave Year End Report): PeopleSoft provides several ways to review and analyze employee leave balances through delivered reports. Departmental leave coordinators can use the employee leave year end report to verify data and track absences. Discussion will be held on how ALT processes leave.

GEMS Navigation: **Main Menu > USF Menu Items > USF Menu Items > Report > Employee Leave Year End Report**

Period Begin Date: 1/1/2010	University of South Florida	Run Date: 1/20/2011
Period End Date: 1/6/2011	Leave Balance Detail Report	Run Time: 3:58:56PM
Department ID: 0-0320-000	Office Of Human Resources	Report ID: ALT001

Employee Name: Jerry,Beverly A

Employee ID Record Num Position Nur	Plan Type: Sick	Pay	Hours Carry Forward	Cumulative Hours Adjusted	Cumulative Hours Earned	Cumulative Hours Used	Cumulative Service Hours	Hours Unprocessed to Post Next Pay Period
Ending:	Balance:			(+)	(+)	(-)	(-)	
01/01/2010	318.62		0.00	0.00	0.00	318.62	9,360.00	0.00
01/07/2010	318.62		0.00	4.00	0.00	322.62	9,440.00	0.00
01/21/2010	318.62		0.00	8.00	0.00	322.62	9,520.00	-4.00
02/04/2010	318.62		0.00	12.00	4.00	326.62	9,600.00	0.00
02/18/2010	318.62		0.00	16.00	4.00	330.62	9,680.00	0.00
03/04/2010	318.62		0.00	20.00	4.00	334.62	9,760.00	0.00
03/18/2010	318.62		0.00	24.00	4.00	338.62	9,840.00	0.00
04/01/2010	318.62		0.00	28.00	4.00	334.62	9,920.00	-8.00
04/15/2010	318.62		-8.00	32.00	4.00	330.62	10,000.00	-8.00
04/29/2010	318.62		-8.00	36.00	12.00	334.62	10,080.00	0.00
05/13/2010	318.62		-8.00	40.00	12.00	338.62	10,160.00	0.00
05/27/2010	318.62		-8.00	44.00	12.00	342.62	10,240.00	0.00
06/10/2010	318.62		-8.00	48.00	12.00	338.62	10,320.00	-8.00
06/24/2010	318.62		-8.00	52.00	20.00	342.62	10,400.00	0.00
07/08/2010	318.62		-8.00	56.00	20.00	346.62	10,480.00	0.00
07/22/2010	318.62		-8.00	60.00	20.00	350.62	10,560.00	0.00
08/05/2010	318.62		-8.00	64.00	20.00	354.62	10,640.00	0.00
08/19/2010	318.62		-8.00	68.00	20.00	358.62	10,720.00	0.00
09/02/2010	318.62		-8.00	72.00	20.00	362.62	10,800.00	0.00
09/16/2010	318.62		-8.00	76.00	20.00	354.62	10,880.00	-12.00
09/30/2010	318.62		-8.00	80.00	32.00	358.62	10,960.00	0.00
10/14/2010	318.62		-8.00	84.00	32.00	362.62	11,040.00	0.00
10/28/2010	318.62		-8.00	88.00	32.00	358.62	11,120.00	-8.00
11/11/2010	318.62		-8.00	92.00	40.00	362.62	11,200.00	0.00
11/25/2010	318.62		-8.00	96.00	40.00	350.62	11,280.00	-16.00
12/09/2010	318.62		-8.00	100.00	56.00	354.62	11,360.00	0.00
12/31/2010	318.62		-8.00	104.00	56.00	358.62	11,440.00	0.00
01/01/2011	358.62		0.00	0.00	0.00	358.62	11,440.00	0.00
01/06/2011	358.62		0.00	4.00	0.00	362.62	11,520.00	0.00

Exercise 8: **Process Leave Payouts for Terminating Employees - Discussion:** Eligible employees will receive a payout of any unused annual leave, compensatory leave and a portion of unused sick leave within a reasonable period of time in accordance with the University Procedures. Departmental leave balance audits will be completed and adjustments made to the ALT system by the terminating employee's Departmental A&L Coordinator prior to the end of the pay period following the separation of the employee. The ALT system is considered the system of record. Leave balances will be paid based on the system of record to individuals who leave employment. Final leave payments will be processed approximately within 30 days from the last day of employment.

To process leave payouts:

1. Department:

- Receives resignation/termination approval/layoff finalization
- An ASF is created and immediately sent to HR
- The departmental leave coordinator will conduct a leave audit on the employee
- Departmental leave coordinators will update ALT within two weeks of termination

2. Employment Center/Regional HR Office:

- Receives ASF with end date of employment and updates GEMS

3. Payroll:

- Identifies terminated employees with leave balances
- Reviews balances in ALT
- Receives verification of eligibility from the University A&L Administrator (sick leave payouts only)
- Clears balances in ALT
- Issues payment to employees approximately 30 days after their last day of employment

4. University A&L Administrator:

- Verifies sick leave payout eligibility

For more information on leave payouts refer to the **Attendance and Leave Guide for Leave Coordinators** located on the HR A&L website.