

**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 (<u>rlj@mail.usf.edu</u>) Carolyn Dyson – Sarasota-Manatee (<u>cdyson@sar.usf.edu</u>)

#### 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

U	SF	<u>UNI</u> SOU	VER Th	RSIT FLOI	y of Rida	-							Ş	Staff	Tin	nesh	leet
Name		S	Sharon	Jones							Pay P	eriod:	1/30/	2015	to:	2/12/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt			
Depart	tment:		Humai	n Reso	urces						Depar	tment I	D:		0-032	0-000	
All c	I overtime must be PRE-APPROVED by your immediate supervisor. Sick Leave															mber:	Y (Y7N)
Day																Tracking Workers' Comp	Tracking FMLA
FBI	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		Adi	usted							8.00	8.00				
VED	02/04/15	8.00	$\sim$		kweek	_						8.00	8.00				
THU	02/05/15	4.00	<u> </u>									4.00	4.00				
TOTAL		40.00								Sec	ecial/Regu		<b>40.00</b>				
										- Opt		ertime Co					

#### Example of adjusted leave used

U	SF	SOU	TH	FLOI	RID	A							5	Staf	f Tim	nesh	eet
Name	:	S	haron	Jones			-				Pay P	eriod:	1/30/	2015	to:	2/12/	2015
Empl.	ID:	%00000	Rec#:	0	FTE	E: <u>1%</u>					Overti	me:	Non E	xempt			
Depart	tment:		Humar	n Reso	urces	3					Depar	tment l	D:		0-032	0-000	
All o	vertime i	must be	PRE-AF	Sick L	eave P.	ool Me	mber:	N (Y7N)									
Day	Annual Baity Hours Worked Hol Daily Hours Sick Sick Annual Annual Sick Hours Special Comp / Delayed Hol Sick Leave Pool Annual Poliday Hours Sick Leave Pool Annual Poliday Holiday Poliday Holiday Poliday Po														Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	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		ick Leav						7.00	7.00				
VED	02/04/15	8.00				Adjuste	d					8.00	8.00				
THU	02/05/15	9.00										9.00	9.00				
TOTAL		38.00		2.00								40.00	40.00				
										Spe	cial/Regu	lar Comp	@1for1				
											Ov	ertime Co	mp @1.5				



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# Example of overtime when workweek could not be adjusted

U	SF	SOU	TH	FLOI	RIDA	<u> </u>							\$	Staf	Tin	nesh	leet
Name:		S	haron .	Jones							Pay P	eriod:	1/30/	2015	to:	2/12/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt			
Depart	ment:		Humar	n Reso	urces						Depar	tment I	D:		0-032	0-000	
All o	vertime	must be	PRE-AF	PROVE	D by yo	ur imm	ediat	e superv	isor.	]			Sick L	eave P.	ool Me	mber:	N (Y7N)
	I overtime must be PRE-APPROVED by your immediate supervisor.  Sick Leave Pool Member:    Sick Leave Pool Member:    I Date  I I I I I I I I I I I I I I I I I I I																
Day	Date														Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	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						Overtin		_		8.00	8.00				
TUE	02/03/15	8.00						the Wo		_		8.00	8.00				
VED	02/04/15	8.00					$\square$	Could		•		8.00	7.00	1.00			
THU	02/05/15	8.00						Adju	isted			8.00	40.00	8.00			
TOTAL		49.00											40.00	9.00			
<u> </u>										Sp	ecial/Regu	lar Comp ertime Co		42.50		$\vdash$	
											00	erame CO	mp @r.a	13.50			

#### Example of work during a week with a holiday

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U	SF	SOUT	TH F	LOR	IDA									5	Staf	f Tin	nesh	ieet
Name		S	haron J	ones								Pay P	eriod:	5/22/	2015	to:	6/4/2	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%						Overti	me:	Non E	<mark>xempt</mark>			
Depart	tment:		Humar	n Reso	urces							Depar	tment I	D:		0-032	0-000	
All	overtime r	nust be	PRE-AP	PROVE	) by you	ır imme	ediate s	up	ervi	sor.				Sick L	eave P	ool Me	mber:	N (Y7N)
						LEAV	E TYPE	US	ED									
Dag	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday		Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	05/22/15	8.00											8.00	8.00				
SAT	05/23/15																	
SUN	05/24/15							-			_							
MON	05/25/15						8.00			Vorked uring a			8.00	8.00				
TUE	05/26/15	8.00								ek wit			8.00	8.00				
VED	05/27/15	8.00								а			8.00	8.00				<u> </u>
THU	05/28/15	8.00					0.00		H	oliday			8.00	8.00 40.00				
TOTAL		32.00					8.00						40.00					
<u> </u>											Sp	ecial/Reg		0@1for1 0mp@1.5				
												0,	i ci ci ni ne Oc	sub Gro				



# Example of worked on a holiday

U	SF	UNI SOU	VER TH	SIT FLOI	y of Rida	-							\$	Staff	f Tin	nesh	eet
Name:		S	haron .	Jones							Pay P	eriod:	5/22/	2015	to:	6/4/2	015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt			
Depart	ment:		Humar	1 Reso	urces						Depar	tment l	D:		0-032	0-000	
All o	vertime	ertime must be PRE-APPROVED by your immediate supervisor.  Sick L    LEAVE TYPE USED															N (Y7N)
Day	Date Annual Sick Leave Pool Leave Pool Leave Pool Annual Policiary of the Pool Leave Pool Leave Pool Leave Pool Leave Pool Leave Pool Region Annual Policiary of the Pool Pool Pool Pool Pool Pool Pool Poo														Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	05/22/15	8.00										8.00	8.00				
SAT	05/23/15																
SUN	05/24/15							4-1 - I		<b></b>							
MON	05/25/15	8.00					8.00		/orked			16.00	8.00	8.00		elayed iday/SF	
TUE	05/26/15	8.00							on a Ioliday			8.00	8.00			iday/ Sr	<u> </u>
WED	05/27/15	8.00							onday			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			
										Spe	ecial/Regu Ov	llar Comp ertime Co		8.00			

# Example of holiday falls on a regular day off

U	SF	<u>UNI</u> SOU	VER TH	<u>SIT</u> FLOI	y of Rida	-								\$	Staff	f Tin	nesh	eet
Name:		S	haron	Jones								Pay	Period:	11/20	)/2015	to:	12/3/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%						Over	time:	Non E	xempt			
Depart	ment:		Humar	n Reso	urces							Depa	artment	D:		0-032	0-000	
All o																N (Y7N)		
						LEAV	E TYPE	USE	D									
Day	Date	Daily Hours Worked	ßınual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	1 dmin. Leave		Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	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	<u> </u>			
TUE	11/24/15	10.00											10.00	10.00	<u> </u>		Delaye	
VED	11/25/15	10.00					40.00	-					10.00	10.00	10.00		Holiday SPC	//
THU TOTAL	11/26/15	40.00					10.00		Ho	o <b>li</b> day f	falls o	na	10.00	40.00			JPC	
		40.00					10.00		re	egular	day o	ff.	gular Comp		10.00			
													)vertime Co		10.00			



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

U	SF	UNI SOU	VER TH	FLO	y of RIDA	-							:	Staff	f Tin	nesh	eet
Name		S	haron	Jones							Pay P	eriod:	7/3/	2015	to:	7/16/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	50%					Overti	me:	Non E	xempt			
Depart	ment:		Humar	n Reso	urces						Depart	tment I	D:		0-032	0-000	
All o	vertime	must be	PRE-AF	PPROVE	D by yo	ur imm	ediate	superv	isor.	]			Sick L	eave P	ool Me	mber:	N (Y7N)
						LEAV	E TYPE	USED									
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	07/03/15						4.00					4.00		4.00	/		
SAT	07/04/15								Holida	y Falls	on H					Delay	ed
SUN	07/05/15							Re	gular D	ay Off	- Part					Holida	
MON	07/06/15	8.00							time E	mploye	es	8.00	8.00	<u> </u>		SPC	╧┻┛┤
TUE	07/07/15	8.00										8.00	8.00				
VED	07/08/15	4.00										4.00	4.00	<u> </u>			
THU	07/09/15	20.00					4.00					24.02	20.00	4.00			
TOTAL		20.00					4.00						20.00	4.00 4.00			
										Spe	cial/Regu Ov	lar Comp ertime Co		4.00			

#### 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

	TH FLORIDA		MILE	F WEBTOOLS DRECTOR	IY.
uman Reso	ources				
	TRATIVE SERVICES				
		EMPLOYMENT	WORKPLACE		
ABOUT US -	BENEFITS -	RESOURCES -	LEARNING	PROCEDURES	FORMS LIBRARY

# Attendance & Leave

Hanan Randurces - BaneRa - Atlandance & Laave - Furrity Webcat Leave Act

Overview	2	Family Medical Leave Act
Employee Guide	3	The intent of the Family and Medical Leave Act (FMLA) is to allow employees to meet needcal and family care needs while all maintaining job and economic security.
Manager Guide	2	FREA is a Federal law requiring employers, including USF, to provide up to 12 weeks or 485 hours of job-protected leave for
Leave Coordinator Guide	.2	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 USE for at least 1,250 hours during the 12 months preceding the first day of the
Family Medical Leave Art	3	leave. At the university. Administration: Faculty, Staff, and Temporary employees meeting these sitteria are eligible. PMLA leave may be taken on a continuous or intermittent basis.



#### 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

U	SF	UNI SOU	VER TH	FLOI	y of RIDA	-							\$	Staff	Tin	nesh	leet
Name		S	haron .	Jones			_				Pay P	eriod:	1/30/	2015	to:	2/12/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%	<u>_</u>				Overti	me:	Non E	xempt			
Depart	ment:		Humar	n Reso	urces		_				Depar	tment I	D:		0-032	0-000	
All o	overtime must be PRE-APPROVED by your immediate supervisor. Sick															mber:	Y (Y7N)
						LEAV	E TYPE	USED									
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/30/15			2.00	/	_						2.00	2.00				8.00
SAT	01/31/15					E	E on con	tinous									
SUN	02/01/15						MLA and										
MON	02/02/15			2.00		P	artial le	ave				2.00	2.00				8.00
TUE	02/03/15			2.00							ļ	2.00	2.00				8.00
VED	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
										Spe	ecial/Regu		-				
											Ov	ertime Co	mp @1.5				

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

UNIVERSITY OF SOUTH	FLORID	λ.		AV0.35	# WEB YOOLS DIRECTOR	α 
Human Resou		ERVICES				
ABOUT US 👻	BENE	FITS +	EMPLOYMENT RESOURCES -	WORKPLACE	PROCEDURES	FORMS LIBRARY
Attendance	& L	eave		Here	- Delayers - Nametra - Attende	Geren A. January - Suria Januar Plan
Overview	5	Sick	Leave Pool			
Employee Guide	. 2		= Skik Laave Pool (SLP) progr			
Manager Guide	2		nbers can draw upon to remail a after extrausting their own lea		led period of time due to a se	nous, short-term medical
Leave Coordinator Guide	5	Eligible f	ul and part-time employees in	ay join the SLP during its an	nuai open enroliment period	each April.
Family Medical Lerve Act		+ USF	Leave Pool Procedure Sick Leave Pool Request to Sick Leave Pool Medical St			
Holiday Schedule	3		sick Leave Pool Bedick: St			
Nick Lasve Pool	>	1.2	7 SLP Repienishment Nemo			

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

Page | 6 Questions (813) 974-5717



#### 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

U	SF	UNI SOU	VER TH	SIT FLOI	y of Rida	-							\$	Staf	f Tin	nesh	neet
Name		S	haron	Jones							Pay P	eriod:	1/30/	/2015	to:	2/12/	2015
Empl.	ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt			
Depart	ment:		Humai	n Reso	urces						Depar	tment	ID:		0-032	0-000	
All c	vertime i	must be	PRE-AF	PROVE	D by yo	ur imm	ediate	superv	isor.	]			Sick L	eave P	ool Me	mber:	Y (Y7N)
						LEAV	E TYPE	USED									
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	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		haustii		
TUE	02/03/15		3.50	4.50							$\sim$	8.00	8.00	hour	begins ( s	using s	P
VED	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				
										Spe	cial/Regu	ilar Comp	@1for1				
											Ov	ertime Co	omp @1.5				
						1 5 4 9											
Day	Date	Daily Hours Worked	Annual	sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	02/06/15								8.00			8.00	8.00				
SAT	02/07/15															$\mid$	
SUN	02/08/15																
MON	02/09/15								8.00			8.00	8.00				
TUE	02/10/15								8.00			8.00	8.00			$\vdash$	
VED	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				
<u> </u>										Spe	cial/Regu					$\vdash$	$\vdash$
											UVe	rtime Co	mp @ 1.5				



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

$\mathbf{U}$	SF	UNI SOU	VEF TH	RSIT FLOI	y oi Rida	1							\$	Staff	Tin	nesh	eet
Name	c	5	Sharon	Jones							Pay P	eriod:	1/30/	/2015	to:	2/12/	2015
Empl. ID: <u>%00000</u> Rec#: 0 FTE: <u>1%</u>											Overti	me:	Non E	xempt			
Depar	tment:		Huma	n Reso	urces						Depart	tment I	D:		0-032	0-000	
All overtime must be PRE-APPROVED by your immediate supervisor.											Sick L	eave P	ool Me	mber:	Y (Y7N)		
						LEAV	E TYPE	USED									
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FRI	01/30/15		6.00	2.00	/							8.00	8.00				
SAT	01/31/15					EE Us	ing Ied Lea										
SUN	02/01/15						e usino										
MON	02/02/15			2.00		slp ho			6.00			8.00	8.00				
TUE	02/03/15								8.00			8.00	8.00				
VED	02/04/15								8.00			8.00	8.00				
THU	02/05/15								8.00			8.00	8.00				
TOTA	L		6.00	4.00					30.00			40.00	40.00				
										Spe	cial/Regu	lar Comp	@1for1				
											Ov	ertime Co	)mp @1.5				
						LEAVE	TYPE	USED									
Dag	Date	Daily Hours Worked	<b>A</b> nnual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
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				
VED	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				
										Spe	cial/Regu Ove	lar Comp rtime Co					



#### 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.

	FLORIDA		MYUS	F WEB YOOLS DIRECTO	RV Q
Tuman Resou		85			
ABOUT US -	BENEFITS	EMPLOYMENT RESOURCES	WORKPLACE	PROCEDURES	FORMS LIBRARY
Attendance	& Leav	P			
ittentance	C LCav	C.			
		5.		Harmin Resources - Benefita	- Attendance & Leave - Overview
Overview		Overview		Haman Resources - Benefita	- Attendance & Leave - Oververv
an a	- C	Overview		es about attendance and les	we benefits including FMLA,
Overview	- C	Overview		es about attendance and les	we benefits including FMLA,
Overview Employee Guide Manager Guide	- C	Overview		es about attendance and les	we benefits including FMLA,
Overview Employee Guide	- C	Overview		es about attendance and les	we benefits including FMLA,

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

U	SF	UNI SOU	VER TH	FLO	y oi Rida	F							9	Staf	f Tin	nesh	ieet		
Name	t	S	Sharon	Jones							Pay F	eriod:	1/30/	2015	to:	2/12/	2015		
Empl.	ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt					
Depar	tment:		Huma	n Reso	urces						Depar	tment	ID:		0-032	20-000			
All	overtime	must be	PRE-AF	PPROVE	D by yo	ur imm	ediate	superv	isor.	]			Sick L	eave F	Pool Me	ember:	N (Y7N)		
						LEAV		USED											
Day	Date	Daily Hours Worked	Annual	sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA		
FRI	01/30/15	8.00										8.00	8.00						
SAT	01/31/15					njury is													
SUN	02/01/15				ked as ked.	ume													
MON	02/02/15	8.00					-					8.00	8.00	"Oth	er" and				
TUE	02/03/15	8.00	「									8.00	8.00	colun	nn				
VED	02/04/15										8.00	8.00	8.00			8.00			
THU	02/05/15										8.00	8.00	8.00			8.00			
TOTA		24.00									16.00	40.00	40.00			16.00			
										Spe	cial/Regu	Ilar Comp	@1for1						
											Öv	ertime Co	omp @1.5						
						LEAVE	TYPE	USED											
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA		
FBI	02/06/15										8.00	8.00	8.00			8.00			
SAT	02/07/15																		
SUN	02/08/15														$\mid$				
MON	02/09/15										8.00	8.00	8.00			8.00			
TUE	02/10/15										8.00	8.00	8.00			8.00			
VED	02/11/15															<u> </u>			
THU	02/12/15												24.00						
TOTAL											24.00		24.00			24.00			
										Spe	cial/Regu					Avertime Paid Overtime Paid Overti			
											Ove	rtime Co	mp @ 1.5						



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

U	SF	UNI SOU	VEF TH	RSIT FLO	y oi RIDA	F							ę	Staf	f Tin	nest	ieet
Name	):	ę	Sharon	Jones							Pay F	Period:	7/3/	2015	to:	7/16/	2015
Empl	. ID:	%00000	Rec#:	0	FTE:	1%					Overti	me:	Non E	xempt			
Depa	rtment:		Huma	n Reso	urces						Depar	tment	ID:		0-032	0-000	
All	overtime	must be	PRE-A	PPROVE	D by yo	our imm	ediate	super	visor.	]			Sick L	.eave F	ool Me	ember:	N (Y7N)
						LEAV	E TYPE	USED	I								
Day	Date	Daily Hours Worked	Annual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	07/03/15						2.70					2.70	2.70				
SAT	07/04/15									( D: - -						N	
SUN	07/05/15								ivision o pays 5.3							Dela	yed
MON	07/06/15			2.70					USF 2.7			2.70	2.70			Holid SP	
TUE	07/07/15			2.70								2.70	2.70			SP	
WED	07/08/15			2.70								2.70	2.70				
THU	07/09/15			2.70								2.70	2.70				
тота	L			10.80			2.70					13.50	13.50				
										Sp	ecial/Regu						
											Ov	ertime Co	omp @1.5				
						LEAVE	TYPE	USED									
Day	Date	Daily Hours Worked	<b>A</b> nnual	Sick	Overtime / Reg Comp	Special Comp / Delayed Hol	Holiday	Admin. Leave	Sick Leave Pool	Personal Holiday	Other	Total Daily Hours	Reg. Pay Hours	Comp Time Earned	Overtime Paid	Tracking Workers' Comp	Tracking FMLA
FBI	07/10/15			2.70								2.70	2.70				
SAT	07/11/15															$\mid$	
SUN	07/12/15															$\vdash$	
MON	07/13/15			2.70								2.70	2.70				
TUE	07/14/15			2.70								2.70	2.70			$\mid$	
WED	07/15/15			2.70								2.70	2.70			$\vdash$	
THU	07/16/15			2.70								2.70	2.70				
TOTAL				13.50						_		13.50	13.50				
										Spe	cial/Regu Oue	lar Comp rtime Coi				$\vdash$	
											076	rame CO	mp ee to				



#### **<u>Exercise 6</u>**: 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 Period End Date: 1/6/2011 Department ID: 0-0320-000	University of South Florida Leave Balance Detail Report	Run Date: 1/20/2011 Run Time: 3:58:56PM Report ID: ALT001
Department ID: 0-0320-000	Office Of Human Resources	Report D. ALTOUT

#### Employee Name: Jerry, Beverly A

rd Num Pay	/	Hours Carry	Cumulative	Cumulative			Cumulative	Hours
	iod	Forward	Hours	Hours	Cumulative	Cumulative	Service	Unprocessed
End	dina:	Balance:	Adjusted:	Earned:	Hours Used:	Balance:	Hours:	to Post Nex
			(+)	(+)	(-)	(=)		Pay Period
0	1/01/2010	318.62	0.00	0.00	0.00	318.62	9,360.00	0.0
0	1/07/2010	318.62	0.00	4.00	0.00	322.62	9,440.00	0.0
0	1/21/2010	318.62	0.00	8.00	0.00	322.62	9,520.00	-4.0
0	2/04/2010	318.62	0.00	12.00	4.00	326.62	9,600.00	0.0
0	2/18/2010	318.62	0.00	16.00	4.00	330.62	9,680.00	0.0
0	3/04/2010	318.62	0.00	20.00	4.00	334.62	9,760.00	0.0
0	3/18/2010	318.62	0.00	24.00	4.00	338.62	9,840.00	0.0
0	4/01/2010	318.62	0.00	28.00	4.00	334.62	9,920.00	-8.0
0	4/15/2010	318.62	-8.00	32.00	4.00	330.62	10,000.00	-8.0
0	4/29/2010	318.62	-8.00	36.00	12.00	334.62	10,080.00	0.0
0	5/13/2010	318.62	-8.00	40.00	12.00	338.62	10,160.00	0.0
0	5/27/2010	318.62	-8.00	44.00	12.00	342.62	10,240.00	0.0
0	6/10/2010	318.62	-8.00	48.00	12.00	338.62	10,320.00	-8.0
0	6/24/2010	318.62	-8.00	52.00	20.00	342.62	10,400.00	0.0
0	7/08/2010	318.62	-8.00	56.00	20.00	346.62	10,480.00	0.0
0	7/22/2010	318.62	-8.00	60.00	20.00	350.62	10,560.00	0.0
0	8/05/2010	318.62	-8.00	64.00	20.00	354.62	10,640.00	0.0
0	8/19/2010	318.62	-8.00	68.00	20.00	358.62	10,720.00	0.0
0	9/02/2010	318.62	-8.00	72.00	20.00	362.62	10,800.00	0.0
0	9/16/2010	318.62	-8.00	76.00	20.00	354.62	10,880.00	-12.0
0	9/30/2010	318.62	-8.00	80.00	32.00	358.62	10,960.00	0.0
1	0/14/2010	318.62	-8.00	84.00	32.00	362.62	11,040.00	0.0
1	0/28/2010	318.62	-8.00	88.00	32.00	358.62	11,120.00	-8.0
	1/11/2010	318.62	-8.00	92.00	40.00	362.62	11,200.00	0.0
1	1/25/2010	318.62	-8.00	96.00	40.00	350.62	11,280.00	-16.0
1	2/09/2010	318.62	-8.00	100.00	56.00	354.62	11,360.00	0.0
1	2/31/2010	318.62	-8.00	104.00	56.00	358.62	11,440.00	0.0
0	1/01/2011	358.62	0.00	0.00	0.00	358.62	11,440.00	0.0
0	1/06/2011	358.62	0.00	4.00	0.00	362.62	11,520.00	0.0



**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.