

***Fiscal Year 2008  
Year End Closing Action Plan***

TO: Financial Information System (FIS) Users

FROM: Accounting Services

SUBJECT: Year End Closing – FY 08

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The purpose of this action plan is to give FIS users key dates and other important year end information in order to ensure we have a successful year end closing.

Accounting Services Team Members will be working with you to make sure documents are charged to the appropriate fiscal year. Old year and new year transactions can not be combined on a single document.

Please read each document section that follows for the steps that will be taken on PROBLEM DOCUMENTS at their cutoff dates. PROBLEM DOCUMENTS should be reviewed daily! For those documents entered in the FIS legacy system, use the Problem Documents option. The Worklist is used for problem documents in the AISystem.

Following are the definitions of several terms used throughout this memo:

- Fiscal/Budget Year July 1 through June 30
- Old Year / FY08 July 1, 2007 through June 30, 2008
- New Year / FY09 July 1, 2008 through June 30, 2009
- On-line Data entry from departmental personal computers
- Fully Approved No further approvals required on the document

<b>FIS Hours:</b>	Monday	8:30 a.m. to 9:00 p.m.
	Tuesday - Friday	7:00 a.m. to 9:00 p.m.
	Saturday	9:00 a.m. to 5:00 p.m.

**FIS Hours:** On the last working day of the fiscal year (June 30, 2008), the system will come up at 7:00 a.m. All documents **MUST BE ENTERED AND AWAITING ONLY CENTRAL AREA APPROVAL BY 5:00 p.m.** Central area approvals will be completed by 6:00 p.m.

**FOCUS Notes:** Normally, FIS transactions entered and fully approved on a weekday show up in FOCUS the following day and transactions entered on Saturday show up in FOCUS on Tuesday. However, to facilitate the year-end close, all documents entered and fully approved on Saturday, July 5<sup>th</sup>, July 12<sup>th</sup>, July 19<sup>th</sup>, and July 26<sup>th</sup> will show up in FOCUS on Monday.

**Fiscal Year 2008  
Key Closing Dates**

Due to the specifics involved in the closing process for each document, it is strongly suggested that you read the section pertaining to the document you are processing. Specific times and dates that may apply to your situation may not be consistent with the dates listed below.

<u>Document/Function Type</u>	<u>Page Number</u>	<u>Cutoff Date for Old Year Documents</u>	<u>Acceptance Date for New Year Documents</u>
Purchase Orders (PO/TO)	4	06/30/08	06/02/08
Line Item Change Orders (CO)	4	06/26/08	07/01/08
Blanket Orders (BO)	5	06/26/08	06/02/08
Blanket Order Change Orders (CO)	5	06/26/08	07/01/08
Invoices against a Blanket Order	5	06/27/08	07/01/08
A/P Free Balance Invoices	5	06/27/08	07/01/08
Check Requests (CR)	5	06/27/08	06/02/08
Travel Advances (TA)	6	06/20/08	06/02/08
Travel Expense Reports (TR)	6	06/27/08	07/01/08
Procurement Card	6	06/30/08	07/01/08
Budget Adjustments (BA) - affecting salary, exp, lab allocations	6	06/18/08	05/01/08
Budget Adjustments (BA) - LC 12	6	07/17/08	05/01/08
Budget Adjustments (BA) - LC 22	6	07/17/08	07/01/08
Interdepartmental Orders (IO)	7	06/30/08	06/02/08
Interdepartmental Releases (ID) - Vending Dept.	7	06/30/08	07/01/08
Interdepartmental Releases (ID) - Ordering Dept.	7	07/03/08	07/01/08
Receipt Vouchers (RV)	8	06/30/08	07/01/08
Deposits - North Campus	8	06/30/08	-----
Deposits - Med School depositories	8	06/27/08	-----
Deposits - Danforth Campus depository	8	06/27/08	-----
Deposits - West Campus	8	06/27/08	-----
Deposits - Bank Branches	8	06/30/08	-----
Journals (JR) - affecting salary, exp, lab allocations	8	06/18/08	07/01/08
Journals (JR) - LC 2X	8	07/10/08	07/01/08
Journals (JR) - LC52 - Debt Financed Funds	8	06/25/08	07/01/08
Journals (JR) - LC52-Non-Debt-Financed	8	07/03/08	07/01/08
Journals (JR) - All other LC	8	07/11/08	07/01/08
Payroll Cost Transfers - LC 12 & LC 22	9	07/03/08	-----
Gifts (fully processed)	9	06/30/08	07/01/08
Assets (Accrual journals, creations, and disposals)	9	07/03/08	07/01/08
Assets (Purchase Orders)	9	06/30/08	06/02/08
Preliminary Ledgers Available	10	07/07/08	-----
Vacation Accrual process	10	07/08/08	-----

## Index of Accounting Services Contacts

Note: Please read the pages referenced for detailed information on the subjects listed.

	Page #	Contact Person	Phone Number
Purchase Orders , Change Orders, Telephone Orders, and Open Encumbrance Carry Forwards	4	Gerry Manasco (or your A/P Rep.) g.manasco@wustl.edu	5-5737
Blanket Orders	5	Nancy Meder nancy_meder@wustl.edu	5-4687
A/P Free Balance Invoices	5	Nancy Meder nancy_meder@wustl.edu	5-4687
Check Requests	5	Elizabeth Lydon elizabeth_lydon@wustl.edu	5-5732
Travel Advances and Travel Expense Reports	6	Kelli Eckman kelli.eckman@wustl.edu	5-5705
Procurement Card	6	Mary Koenig mary.koenig@wustl.edu	5-8640
Budget Adjustments	6	Carrie Slama cslama@wustl.edu	5-5771
Interdepartmental Orders, Interdepartmental Releases, and Free Balance ID's	7	Bill Beggs bill.beggs@wustl.edu	5-4370
Receipt Vouchers and Deposits	8	Angie Werremeyer angela.werremeyer@wustl.edu	5-5797
Journals	8	Carrie Slama cslama@wustl.edu	5-5771
Plant Funds/Ledger Class 52	8	Connie Anderson connie.anderson@wustl.edu	5-9870
Payroll Items/Payroll Cost Transfers	9	Tina Grarup tina.grarup@wustl.edu	5-4789
New Year Payroll Sources	9	Ruth Hagen ruth.hagen@wustl.edu	5-5719
Gifts	9	Kris Chkautovich kris.chkautovich@wustl.edu	5-5702
Assets	9	Cindy Bugg cindy.bugg@wustl.edu	5-5618
Sponsored Project Funds		Krystina Gross kgross@wustl.edu Liz Colletta ecolletta@wustl.edu	5-5793 5-5757
Ledger and Report Distribution	10	Kathy Anderson k.anderson@wustl.edu	5-5074

## ***PURCHASE ORDERS (PO/TO) and LINE ITEM CHANGE ORDERS (CO)***

Old year purchase orders (excluding blanket orders) should be fully approved prior to 5:00 p.m. on Monday, June 30<sup>th</sup> in order to encumber old year dollars. **NOTE:** Change orders are not available for use until 24 hours after the last approval; therefore line item change orders should be fully approved prior to 4:00 p.m. on Thursday, June 26<sup>th</sup>. Users must delete old year purchase orders and line item change orders not fully approved on June 30<sup>th</sup> or change them to new year documents.

### **Purchase Orders with Invoices against them**

Invoices that are "matched" in the Accounts Payable system (invoice and/or receiving reports have been entered and fully approved) by June 30<sup>th</sup> will be processed as part of the Accounts Payable Accrual. A journal entry will be made systematically to reflect the expense on June 30<sup>th</sup> as an increase in old year actual and a decrease in old year open encumbrances. A reversing journal will be made on July 1<sup>st</sup> as an increase in new year open encumbrances and a decrease in new year actual. Please note that this journal will not be available for reviewing in the FIS legacy Document Review/Document Status option or in the AISystem Document Inquiry option.

### **"Uninvoiced" Purchase Orders less than 12 months old**

Open purchase order encumbrances (excluding blanket orders) that have no invoices against them and are less than twelve months old as of June 30<sup>th</sup> will be carried forward with the corresponding budget funds to pay them in the new year. For any purchase order less than twelve months old as of June 30<sup>th</sup> that you do not want to carry forward, a change order (CO) must be entered and fully approved by 4:00 p.m. on June 26<sup>th</sup> in order for the encumbrance to be liquidated.

### **"Uninvoiced" Purchase Orders greater than 12 months old**

Please carefully review your open encumbrance list found in Account Inquiry. Open purchase order encumbrances originating in FY07 will be liquidated on June 30<sup>th</sup> unless a written request that includes the PO#, vendor #, amount, and date is received by Gerry Manasco via email at [g.manasco@wustl.edu](mailto:g.manasco@wustl.edu) by Thursday, June 5<sup>th</sup>. **NOTE:** Open purchase order encumbrances from FY06 or prior will not be carried forward.

### **New Year Purchase Orders**

New year purchase orders may be input beginning Monday, June 2<sup>nd</sup>. However, the corresponding administration number (PO number) will not be displayed in the FIS legacy Document Review/Document Status or in AISystem Document Inquiry option until July 1<sup>st</sup>. New year change orders on new year purchase orders may be input beginning Tuesday, July 1<sup>st</sup>.

***Please contact Gerry Manasco at 5-5737 or [g.manasco@wustl.edu](mailto:g.manasco@wustl.edu) with carry forward and approval related questions. Please contact your A/P Representative with any other questions concerning PO's, TO's and CO's. To find your A/P Representative, go to <http://aishelp.wustl.edu> and click on the Accounts Payable icon.***

## ***BLANKET ORDERS (BO) & BO CHANGE ORDERS***

Blanket orders (ledger class 12's) do not extend beyond Monday, June 30<sup>th</sup>, and balances unexpended as of June 30<sup>th</sup> will NOT carry forward into the new year. The unexpended balances will be liquidated and returned to old year free balance. Change orders are not available for use until 24 hours after the last approval; therefore change orders should be fully approved prior to 4:00 p.m. on Thursday, June 26<sup>th</sup>.

All invoices for blanket orders should be received in Accounts Payable by 5:00 p.m. on Friday, June 27<sup>th</sup> to be considered old year items. Blanket order invoices will be entered up until 5:00 p.m. on Monday, June 30<sup>th</sup> so that they may potentially be approved and, therefore, be considered an expense of FY08. All invoices fully approved by 5:00 p.m. on June 30<sup>th</sup> will be considered expenses of FY08. Any invoices not fully approved by 5:00 p.m. on June 30<sup>th</sup> will become FY09 expenses with no corresponding budget funds carried forward to pay for them in the new year.

### **\*\*New Year Blanket Orders\*\***

New year blanket orders can be entered beginning Monday, June 2<sup>nd</sup>. However, the corresponding administration number (BO number) will not be displayed in the FIS legacy Document Review/Document Status option or in AISystem Document Inquiry option until July 1<sup>st</sup>. Change orders on new year blanket orders may be input beginning on Tuesday, July 1<sup>st</sup>.

*Please contact Nancy Meder at 5-4687 or [Nancy\\_Meder@wustl.edu](mailto:Nancy_Meder@wustl.edu) with Blanket Order related questions.*

## ***A/P FREE BALANCE INVOICES***

Old year free balance invoices for goods and services received by June 30<sup>th</sup>, for which no encumbrance exists, should be received by Accounts Payable and be fully approved by 5:00 p.m. on June 30<sup>th</sup> to be charged to the old year.

*Please contact Nancy Meder at 5-4687 or [Nancy\\_Meder@wustl.edu](mailto:Nancy_Meder@wustl.edu) with free balance invoice related questions.*

## ***CHECK REQUESTS (CR)***

Check requests for goods and services received by June 30<sup>th</sup> must be charged to the old year. Supporting documentation for old year check requests should be received in Accounts Payable by Friday, June 27<sup>th</sup>, and should be fully approved by 5:00 p.m. on Monday, June 30<sup>th</sup> to be charged to the old year. Your assistance is requested in identifying old year items by marking FY08 in the upper right hand corner of any supporting documentation. Check requests not fully approved by 5:00 p.m. on June 30<sup>th</sup> will be charged to the new year with no corresponding budget money carried forward to pay for them.

New year check requests may be entered beginning Monday, June 2<sup>nd</sup>. Your assistance is requested in identifying new year items by marking FY09 in the upper right hand corner of any supporting documentation.

*Please contact Elizabeth Lydon 5-5732 or [Elizabeth\\_Lydon@wustl.edu](mailto:Elizabeth_Lydon@wustl.edu) with check request related questions.*

## ***TRAVEL ADVANCES (TA) & TRAVEL EXPENSE REPORTS (TR)***

Old year travel advances may be processed for any trip starting prior to July 1<sup>st</sup>, even though the trip may extend into the new year. New year travel advances may be entered beginning Monday, June 2<sup>nd</sup> and should be used for any trip beginning after June 30<sup>th</sup>.

Supporting documentation for old year Travel Expense Reports should be received by Accounts Payable no later than Friday, June 27<sup>th</sup>. Transactions that are not fully approved by 5:00 p.m. on June 30<sup>th</sup> will be charged to the new year with no corresponding budget money carried forward to pay for them.

*Please contact Kelli Eckman at 5-5705 or [kelli.eckman@wustl.edu](mailto:kelli.eckman@wustl.edu) with travel related questions.*

## ***PROCUREMENT CARD***

Procurement card transactions with post dates of May 22<sup>nd</sup> through June 27<sup>th</sup> will be swept into AIS in the current fiscal year on June 30<sup>th</sup> at 3:00 p.m. Transactions that are swept without the approval box checked in PaymentNet will be posted to the default AIS account in the Cardholder profile, and a journal may be needed to allocate the ProCard expense to the appropriate AIS account.

*Please contact Mary Koenig at 5-8640 or [mary.koenig@wustl.edu](mailto:mary.koenig@wustl.edu) with ProCard related questions.*

## ***BUDGET ADJUSTMENTS (BA)***

Unless otherwise noted below, budget adjustments must be entered and fully approved by Thursday, July 17<sup>th</sup>. New year budget adjustments for ledger class 12 may be entered beginning Thursday, May 1<sup>st</sup>. New year budget adjustments for ledger class 22 may be entered beginning Tuesday, July 1<sup>st</sup>.

*Please contact Carrie Slama at 935-5771 or [cslama@wustl.edu](mailto:cslama@wustl.edu) with budget adjustment related questions.*

### **Salary, Expense and Lab Allocation Budget Objects**

Budget adjustments affecting salary allocations (budgets 18 and 19), expense allocations (budget objects 9103 and 9104), or lab allocations (budget objects 9105 and 9106) for **CFU departments and Schools** must be entered and fully approved by Wednesday, June 18<sup>th</sup>.

*Please contact Carrie Slama at 5-5771 or [cslama@wustl.edu](mailto:cslama@wustl.edu) with related questions.*

## ***INTERDEPARTMENTAL ORDERS (IO)***

Interdepartmental orders (IO) should be input and fully approved by 12:00 p.m. on June 30<sup>th</sup>. IO's not fully approved by then will need to be changed to a FY09 document.

Interdepartmental orders do not extend beyond June 30<sup>th</sup>. The unexpended balances will be liquidated on Monday, July 7<sup>th</sup>, and returned to the old year free balance unless items are on backorder. Please do not reduce encumbrances to zero with a change. Vending departments should notify Bill Beggs via e-mail at [bill.beggs@wustl.edu](mailto:bill.beggs@wustl.edu) with a list of interdepartmental orders with items on backorder by Tuesday, July 1<sup>st</sup>. Interdepartmental orders with items on backorder will be carried forward to the new year with the corresponding budget money to pay for them.

New year Interdepartmental Orders may be input beginning Monday, June 2<sup>nd</sup>, but may not be used until Tuesday, July 1<sup>st</sup>.

*Please contact Bill Beggs at 5-4370 or [bill.beggs@wustl.edu](mailto:bill.beggs@wustl.edu) with IO related questions.*

## ***INTERDEPARTMENTAL RELEASES (ID)***

### **Vending Department**

Interdepartmental releases (ID) for goods and services provided through 12:00 p.m. on June 30<sup>th</sup> should be entered by the vending department by 5:00 p.m. on June 30<sup>th</sup> to allow for approval and processing of these items. Vending departments should review their budget summaries for ID documents that have not been fully approved and should contact receiving departments concerning the status of open items. Vending departments should also review their WORKLIST and clear rejected ID's daily.

### **Ordering Department**

Unless otherwise noted below, a June interdepartmental release (ID) against an interdepartmental order (IO) not fully approved or rejected by Thursday, July 3<sup>rd</sup> will be auto-approved using the normal monthly auto-approval rules. All other ID documents, unless communicated under separate cover by specific vending departments, not fully approved by the ordering department by Thursday, July 3<sup>rd</sup> will become a new year document. **NOTE: An accrual at the department level will be made for documents converted to the new year.**

### **Barnes and Telecommunications Interdepartmental Releases (ID)**

Invoices received from Barnes and Telecommunications should be charged to old year budgets. Please approve these items promptly to clear outstanding invoices by year-end.

### **Ledger Class 52 (Plant)**

Interdepartmental releases pertaining to old year transactions on debt-financed plant funds must be fully approved by 5:00 p.m. on Wednesday, June 25<sup>th</sup>. *Please contact Connie Anderson at 5-9870 or [connie.anderson@wustl.edu](mailto:connie.anderson@wustl.edu) with ledger class 52 related questions.*

New year interdepartmental releases may be entered beginning Tuesday, July 1<sup>st</sup>. *Please contact Bill Beggs at 5-4370 or [bill.beggs@wustl.edu](mailto:bill.beggs@wustl.edu) with ID related questions.*

## ***RECEIPT VOUCHERS (RV) & DEPOSITS***

To ensure you receive proper credit in the old year, deposits must be made by the times listed below. In addition, the corresponding receipt vouchers must be entered and fully approved by the department by 5:00 p.m. on June 30<sup>th</sup>. All back-up documentation for deposits must be received by Angie Werremeyer, by 1:00 p.m. on July 1<sup>st</sup>. Please ensure that all back-up documentation has the RV document number clearly written on it. ***Please contact Angie Werremeyer at 5-5797 or [angela.werremeyer@wustl.edu](mailto:angela.werremeyer@wustl.edu) with receipt voucher related questions or if you have a large deposit after the cutoff dates and times listed below.***

North Campus Bank Liaison	6/30/08	11:00 a.m.
Medical Campus Depositories	6/27/08	Midnight
Danforth Campus Depository	6/27/08	Midnight
West Campus Depository	6/27/08	Midnight
Bank Branches	6/30/08	2:00 p.m.

## ***JOURNALS (JR)***

Unless otherwise noted below, journals pertaining to the old year must be entered and fully approved by 4:00 p.m. on Friday, July 11<sup>th</sup>. **NOTE:** Old year journals entered in July, require that the correct FY year be selected; the “prior month” journal box should not be checked. ***Please contact Carrie Slama at 5-5771 or [cslama@wustl.edu](mailto:cslama@wustl.edu) with journal related questions.***

### **Salary, Expense and Lab Allocation Budget Objects**

Journals (JRs) affecting salary allocations (budgets 18 and 19), expense allocations (budget objects 9103 and 9104), or lab allocations (budget objects 9105 and 9106) **for CFU departments and Schools** must be entered and fully approved by Wednesday, June 18<sup>th</sup>. ***Please contact Carrie Slama at 5-5771 or [cslama@wustl.edu](mailto:cslama@wustl.edu) with related questions.***

### **Ledger Class 52 (Plant)**

Journals pertaining to old year transactions on debt-financed plant funds must be fully approved by 5:00 p.m. on Thursday, June 26<sup>th</sup>. Journals pertaining to old year transactions on non-debt-financed plant funds must be fully approved by 5:00 pm on Thursday, July 3<sup>rd</sup>. ***Please contact Connie Anderson at 5-9870 or [connie.anderson@wustl.edu](mailto:connie.anderson@wustl.edu) with Ledger Class 52 related questions.***

### **Ledger Class 22 Accounts**

Journals pertaining to old year transactions on Ledger Class 22 accounts must be entered and fully approved by 12:00 p.m. on Thursday, July 10<sup>th</sup>; final Overhead and Cost Sharing will run at 1:00 p.m. Overdrafts on ledger class 22 Gift and Endowment accounts should be cleared before the final Overhead and Cost Sharing is run. Any overdrafts on Gift and Endowment accounts as a result of overhead and cost sharing must be resolved via budget adjustments by Thursday, July 17<sup>th</sup>. ***Please contact Diane Cahill at 5-5457 or [diane.cahill@wustl.edu](mailto:diane.cahill@wustl.edu) with your questions regarding ledger class 22 Gift and Endowment accounts.***

## ***PAYROLL***

### **Payroll Cost Transfers (PCT's)**

All payroll cost transfers for periods ending prior to June 30<sup>th</sup> are due in the Payroll Office by the close of business on Thursday, July 3<sup>rd</sup>.

### **Payroll Accrual**

The biweekly payroll for standard hour employees for P/E July 12<sup>th</sup> will be charged as follows, June 29 and June 30 to FY08, July 1 through July 12 to FY09. The biweekly payroll for Hourly employees for P/E July 12<sup>th</sup> will be charged in total to FY09.

### **New Year Sources**

Payroll source changes are only required if they have a source end date of June 30<sup>th</sup>. Changes should be entered by June 19, 2008 to allow time for approvals. **NOTE:** Changes to payroll sources are not required if the sources are based on a percentage, do not have an end date, or if there is no change to the source account. Sources in place as of June 30<sup>th</sup> will remain in effect for the new year.

*Please contact Ruth Hagen at 5-5719 or [ruth.hagen@wustl.edu](mailto:ruth.hagen@wustl.edu) with your questions concerning payroll sourcing. Please contact Tina Grarup at 5-4789 or [tina.grarup@wustl.edu](mailto:tina.grarup@wustl.edu) with other payroll related questions.*

## ***GIFTS***

To ensure proper credit in the old year, gift checks and supporting documentation must be received by Gift, Endowment & Investment Accounting at Campus Box 1004, or Development Services at Campus Box 1082, before 12:00 p.m. on Monday, June 30<sup>th</sup>. *Please contact Kris Chkautovich at 5-5702 or [kris.chkautovich@wustl.edu](mailto:kris.chkautovich@wustl.edu) with gift related questions.*

## ***ASSET SYSTEM***

The cut-off date for old year asset updates, creations and dispositions, and any necessary asset year-end accruals is Thursday, July 3<sup>rd</sup>. Supporting documentation should be received by Property & Equipment Accounting at Campus Box 1147 by July 3<sup>rd</sup> for timely approval of any outstanding asset creations.

Beginning July 7<sup>th</sup>, only new year documents are allowed and may only affect assets purchased in the new year. The Asset System will be closed to all activity the afternoon of Thursday, July 10<sup>th</sup> to run year end processes. The Asset System will open the morning of Tuesday, July 15<sup>th</sup>. At this time, asset creations, enhancements and disposals can be made.

**NOTE:** During the two-year environment, the setup fiscal year of the assets must match the fiscal year of the document.

*Please contact Cindy Bugg at 5-5618 or [cindy.bugg@wustl.edu](mailto:cindy.bugg@wustl.edu) with asset related questions.*

## ***LEDGER and REPORT DISTRIBUTION***

Preliminary June ledgers will be available on Monday, July 7<sup>th</sup>. The planned delivery date for final June cumulative ledgers is scheduled for the week of August 4<sup>th</sup>.

*Please contact Kathy Anderson at 5-5074 or [k.anderson@wustl.edu](mailto:k.anderson@wustl.edu) with ledgers or report distribution related questions.*

## ***VACATION ACCRUAL***

*Please note that in addition to entering accrued vacation days this year, payroll administrators will also be entering accrued sick and personal days into HRMS. Although a financial accrual will not be posted to the general ledger for accrued sick and personal days, this information is being captured for use in the new Time-Off Tracking system. Data entry screens will be available in mid May. Users will be notified via the PUG list and HRMS message board when the system is available.*

All data must be entered and verified in HRMS by 5:00 p.m. on Tuesday, July 8<sup>th</sup>. Days should be entered to the nearest tenth of a day; valid values are between 0 and 22.0. For accounting purposes, accrued vacation days for eligible employees that are not entered and verified by 5:00 p.m. on Tuesday, July 8<sup>th</sup>, will automatically default to the maximum allowed 22 days, thus the maximum expense will be charged to the department. Accounting Services will post the vacation accrual journal by Friday, July 11<sup>th</sup>. For the Time-Off Tracking Leave Accrual Balances, accrued sick and personal days for eligible employees that are not entered and verified by 5:00 p.m. on Tuesday, July 8<sup>th</sup>, will be loaded with zeros. Adjustments will need to be made later to make these balances accurate.

Accrued vacation days entered should be the number of accrued vacation days that an employee would be paid out, if terminated on June 30, 2008. Accrued sick days and personal days entered should be the number of days an employee has available as of July 1, 2008. The University's Time-Off Policies can be found on the Human Resources website at <http://hr.wustl.edu/>.

Although departments may begin entering data in mid May, employee changes (i.e., transfers, terminations) will be continually updated on the list through June 30, 2008.

Vacation eligibility criteria include:

- Role = Staff
- Hires and Rehires with an Effective date up to 1 month prior to the end of the fiscal year will need accrued days entered. You will ***not*** be charged accrual amounts for these people. The days will only be used for the Time-Off Tracking Leave Balances.
- Regular Employees with total number of standard hours (for all jobs meeting criteria) equal to or greater than 20 hours
- Employee Status = Active, Unpaid Leave, Paid Leave, Suspended, or on Work Break
- The total FTE for all the jobs meeting the above criteria is > .49. Note: Vac Elig FTE is the total FTE for staff jobs only. Total FTE is the total of all jobs (including academic, if any).

**How to Enter Data**

The vacation accrual screens can be accessed by any HRMS user who has Vacation Accrual access. To access the vacation accrual screens, sign on to HRMS and select Vacation Accrual under the Personal Information menu item. The first screen is a search page. Enter your department number and click on the Search button.

The second screen is the data entry page. Data can be entered all at once or can be entered intermittently and saved. In addition, data entered and saved can be left unverified and changed until the cutoff date and time listed above. Data verification can be performed on a person by person basis as the days are entered or you can click on “Verify All” after all data has been verified.

CAUTION: Do not use the BACK button from the browser, as you will lose your work. You must use the “Save” button.

Please contact the FIS helpdesk at 5-5707 with vacation accrual related questions.

Dept Accrual													
Fiscal Year: 2008													
Department: 000125 Danforth Dept													
<a href="#">Verify All</a>													
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View</a>													
Empl ID	Empl Rcd#	Name	Last FY Days	Vac Accr Days	Sick Accrual Days	Personal Accrual Days	Days Verified?	Vac Elig FTE	Total FTE	Hire Date	Rehire Date	Empl Status	Prim Job Role
████████	0	Avalon, Tom	9.4	22.00	10.00		<input checked="" type="checkbox"/>	1.00	1.00	08/16/2000		Active	STAF
████████	0	Beggenbower, Francis	18.7	2.00	15.00	1.00	<input checked="" type="checkbox"/>	1.00	1.00	04/17/1989		Active	STAF
████████	0	Braxton, Janet	15.0	12.00	6.00		<input checked="" type="checkbox"/>	1.00	1.00	09/10/2001		Active	STAF
████████	0	Cureo, Julia	10.9	10.00			<input checked="" type="checkbox"/>	1.00	1.00	06/18/2001		Active	STAF
████████	0	Day Jr., Beauchamp	0.0	15.00	1.00		<input checked="" type="checkbox"/>	1.00	1.00	06/04/2007		Active	STAF